

Section 201 – City Administrator/Clerk/Treasurer

Section 1: Within the City of Foley, the position of Administrator/Clerk/Treasurer is created.

Section 2: The position of Administrator/Clerk/Treasurer shall have the following job description:

Job Title: City Administrator/City Clerk-Treasurer

General Statement of Duties:

Plan and direct the administration of City functions to ensure efficient municipal services and development in line with City Council objectives. Operate with considerable discretion in normal administrative functions and in implementing policies of the City Council. Make effective recommendations in areas of policies, staffing and expenditures.

Reports To:

City Council

Authority:

Manage all personnel in City departments.

Supervises:

Public Works Superintendent, Police Chief, Fire Chief, City Assessor, City Building Inspector, Administrative Assistant, Secretary, Swimming Pool Manager.

Examples of Principal Duties:

1. Direct and control all line operations of the City. Work closely with department supervisors to plan and coordinate activities. Monitor performance to ensure effective service and efficient conduct of all municipal affairs.
2. Supervise all staff functions of the City. Responsible for all financial reporting, human services, labor relations and other City functions.
3. Develop and ensure effective utilization of appropriate budgeting, administrative planning, and control procedures. Ensure that proper control reports are developed and used. Supervise effective operations and purchasing procedures. Recommend changes in procedures to the City Council.
4. Ensure the development of an effective municipal organization. Recommend staffing changes and changes in organizational structure as appropriate.

5. Ensure effective management of City assets.
6. Provide administrative support to the City Council. Prepare agendas and attend meetings. Present recommendations concerning policies and objectives. Participate in discussions as appropriate. Implement Council decisions. Keep the City Council fully advised of all significant matters. Effectively present all items that require Council or Commission action or approval. Enforce City Ordinances and Resolutions.
7. Ensure proper public relations. Follow up with departments to make sure that public services are efficiently provided and that all complaints and public contacts are effectively provide and that all complaints and public contacts are effectively handled. Participate in local affairs as appropriate.
8. Stay abreast of developments in the municipal and utility fields.
9. Cooperate with other governmental units on matters of mutual interest.
10. Administer the affairs of the Administrator's Office effectively and in accordance with Minnesota Law.
11. Coordinate the work of contracted legal, engineering, audit and other professionals hired by the City.
12. Act as Zoning Administrator for the City and coordinate the application and enforcement of official land use controls as found in the City's ordinances, regulations, and policies.
13. Administer the duties to be performed by the position of City Clerk/Treasurer.