

## **CITY ADMINISTRATOR/CLERK**

**CLASS TITLE:** City Administrator/Clerk

**WORKING TITLE:** City Administrator/Clerk

**DEPARTMENT:** Administration

**REPORTS TO:** City Council, Public Utilities Commission

### **BASIC OBJECTIVES OF THE POSITION:**

Under limited supervision, operates and manages the city and public utilities. Establish and supervise policies both for employees and for the city in general. Offer technical assistance and advice to the council and PUC. Staff functions include budgeting, long range planning, employee performance, treasurer, administer licenses, ordinance enforcement, zoning, maintain all official documents and city seal. Maintain the city's appearance, utility operations, streets and public safety. Pay the bills and invest idle funds.

### **MAJOR AREAS OF RESPONSIBILITY:**

1. Subject to the City Council regulations and applicable laws, the City Administrator shall direct the administration of municipal affairs.
2. Perform all functions of Clerk and Treasurer imposed by Minnesota Statutes and/or City Ordinances.
3. The City Administrator shall see that all laws, ordinances and resolutions of the City are enforced.
4. The City Administrator shall supervise the activities of all municipal department heads and personnel of the City in the administration of municipal policy. He/she shall conduct annual evaluations and review of work performance of all department heads. He/she shall interview and screen prospective City employees as permitted by law and shall make recommendations to the City Council/PUC before the appointment is made. He/she shall also make recommendations for terminating and suspending employees.
5. The City Administrator shall attend and participate in all meetings of the City Council, Park Board, Heritage Preservation Commission, Planning and Zoning Commission and Public Utilities Commission. He/she shall be responsible for the preparation of the Agendas and recommend to the Council and PUC such measures as deemed necessary for the welfare of the citizens and the efficient administration of the City. He/she shall attend other committees and commissions as he/she sees fit.
6. The City Administrator shall prepare an annual fiscal budget and capital improvement plan for the Council and PUC. He/she shall maintain financial guidelines for the municipality within the scope of the approved budget and capital program. He/she shall submit reports as necessary to the Council and PUC.
7. The City Administrator shall handle all personnel matters for the City in conjunction with policy established by the City Council/PUC. He/she shall negotiate terms and conditions of employee labor contracts for presentation to the City Council/PUC.
8. The City Administrator shall represent the City at official functions as directed by the City Council and maintain good public relations with the citizens of the community.
9. The City Administrator shall coordinate municipal programs and activities as directed by the City Council/PUC. He/she shall monitor all consultant and contract work performed for the city. He/she shall coordinate the activities of the city attorney.
10. The City Administrator shall be informed regarding federal, state and county programs which effect the municipality. He/she shall consult with officials of both public and private

agencies as may be required. He/she shall then issue administrative orders to carry out such policies and procedures consistent with state law, City Ordinance, and council policy.

11. The City Administrator shall inform the City Council/PUC on matters dealing with the administration of the City and prepare and submit to the Council/PUC for adoption an administrative code encompassing the details of administrative procedure within the City.

12. The City Administrator shall be bonded, at City expense, through a position bond which will indemnify the municipality.

13. He/she shall perform such other duties as may be prescribed by law or required of him/her by ordinance or resolutions adopted by the City Council.

14. The City Administrator shall prepare news releases, develop and discuss public relations material with all concerned as requested. He/she shall maintain good relations with the general public.

15. Planning and Zoning Administration and comprehensive planning for all areas of the city.

16. Emergency Manager for the City of Lanesboro.

17. Zoning Administrator for the City of Lanesboro.

#### **DESIRABLE BACKGROUND:**

This position is designed for someone with excellent skills in policy formulation, and execution, communications, personnel and money management. Some skills should have been obtained previously in developing work habits that equip the employee with the following abilities:

- Sense of devotion to job responsibilities.
- Ability to be organized.
- Ability to work well either alone or in a group.
- Ability to work with the public.
- Accounting.
- Budgeting.
- Personnel and zoning management.
- Ability to be flexible and manage several tasks at once.

#### **TRAINING AND EXPERIENCE:**

Graduation from accredited four year post-secondary school is desired. Degrees in Public Administration, Business, Management, Planning, Political Science or other is preferred. Previous fund and personnel management experience is desired.