

30.092 ROLE OF CITY ADMINISTRATOR

The position of City Administrator is hereby established and He/she shall be the Chief Administrative Officer of the municipality.

216:01 He/she shall be chosen by the City Council solely on the basis of his/her training and experience and administrative qualifications. The City Administrator shall be appointed for an indefinite period by a majority of the City Council and may be removed from office only by a majority of the City Council, after thirty (30) calendar days written notice. If he/she has served as City Administrator for one year, written charges and a public hearing on the charges before the City Council shall be provided if requested prior to the date wherein his/her removal takes place. The Public Hearing must be held within thirty (30) calendar days after presentation of the charges and he/she must receive the charges at least ten (10) calendar days before the public hearing

The duties and responsibilities of the City Administrator shall be:

- 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 the Clerk & 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 the municipal policy. "He/She shall not supervise or control the performance of the duties and obligations of City Clerk & Treasurer." He/she shall conduct annual evaluation 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 before the council makes any job appointments; 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 and Public Utilities. He/she shall be responsible for the preparation of the City Council Agenda and recommend to the City Council such measures as he/she may deem necessary for the welfare of the citizens and the efficient administration of the City. He/she may attend at his/her discretion or at the direction of the City Council, other committee and commission meetings.
- 6) He/she shall be responsible for the Preparation of the Public Utility and Park Board Agendas.
- 7) The City Administrator shall prepare an annual fiscal budget and capital improvement plan for the City Council. He/she shall maintain financial guidelines for the municipality within the scope of the approved budget and capital program. He/she shall submit reports to the City Council on the financial condition of municipal accounts and make sure the annual financial statement is prepared in accordance with Minnesota Statutes.
- 8) The City Administrator shall handle all personnel matters for the City in conjunction with policy established by the City Council. He/she shall negotiate terms and conditions of employee labor contracts for presentation to the City Council.
- 9) 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.

- 10) The City Administrator shall coordinate municipal programs and activities as directed by City Council. He/she shall monitor all consultant and contract work performed for the City. He/she shall coordinate the activities of the City Attorney.
- 11) The City Administrator shall be informed regarding federal, state and county programs which affect 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.
- 12) The City Administrator shall inform the City Council on matters dealing with the administration of the City and prepare and submit to the City Council for adoption an administrative code encompassing the details of administrative procedure within the City.
- 13) The City Administrator shall be bonded, at City expense, through a position bond which will indemnify the municipality.
- 14) 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.
- 15) 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.

216:03 The City Administrator must have considerable knowledge of municipal government operation, proper procedures, public relations, finances, purchasing and all administrative requirements for proper municipal operations. He/she must have knowledge of, or ability to acquire full knowledge of all laws affecting the municipality. He/she must have the ability to provide harmonious relations with municipal employees and the general public. He/she must have the ability to plan development, to collect material and analyze for reporting and to conduct and implement standards of procedure, operation and organization.

There shall be an assistant Clerk hired by the City Council, who shall assist the Administrator in the performance of duties and responsibilities as outlined.

In the absence of, or temporary vacancy in the position of City Administrator the title of Administrator and/or City Administrator as written in all ordinances and/or resolutions adopted by City Council, shall be replaced by the title of City Council.

