

Position Title           **CITY ADMINISTRATOR**  
Department           **ADMINISTRATION**  
Accountable To       **CITY COUNCIL**  
Status:                 **FLSA EXEMPT**

### **PRIMARY OBJECTIVE OF POSITION**

Serves at the pleasure of the City Council as the Chief Administrative Officer of the City. Accountable to the City Council for the operation of the city organization, including the supervision of employees and implementation of council policies.

### **ESSENTIAL FUNCTIONS**

Duties shall include, but not be limited to, the following areas:

#### **Leadership and Supervision**

Serves as the organization's chief administrative officer and supervises the activities of all City departments through department heads.

Ensures accountability of employees and alignment of department activities with Council policy directives and continually evaluates the effectiveness of employees and procedures.

Leads the selection process for new employees, establishes hiring criteria, conducts interviews, and recommends candidates for hire to the City Council.

Demonstrates by personal example the desired standards of conduct, appearance, and work performance for all personnel.

Maintains current knowledge of relevant laws and best management practices to effectively manage the City.

Represents the City to other agencies, organizations, and citizens.

Ensures that all laws of the City and acts of the City Council are faithfully executed

#### **Budget & Planning**

Prepares annual operating budget and capital improvement program budget.

Serves as a resource person for the City Council to facilitate the Council's long-range planning.

Engages department heads in the planning process.

#### **General Management and Communication**

Serves as Public Information Officer for the City and supervises the communication plan.

Sets general personnel policies.

Maintains contact with federal, state, and county agencies in regard to local relationships between the City government and other agencies.

Attends all City Council meetings and other meetings as required.

### **Special Projects/Duties**

Performs other duties as apparent or assigned.

### **MINIMUM REQUIREMENTS**

Four (4) year Bachelor Degree in public administration or related field.

5 years municipal experience with 3 years as a department-head level supervisor or above.

MN Driver's License.

Ability to read, write, and speak fluent English.

### **RESPONSIBILITY FOR WORK OF OTHERS**

Supervises the following:

Finance Director

Police Chief

Fire Chief

Public Works Director

Wastewater Plant Manager

Liquor Manager

Community Development Planner

Community Development Secretary

Receptionist

Deputy City Clerk/Secretary

City Consultants