



CITY OF FOSSTON, MINNESOTA

POSITION DESCRIPTION

TITLE: City Administrator
DEPARTMENT: Administration
REPORTS TO: City Council
DATE PREPARED: August, 2014
FLSA STATUS: Exempt

PRIMARY FUNCTION

Performs complex executive work executing the City's governmental functions, directing the administration of the City Government, performing technical accounting and finance functions, maintaining the fiscal records and system of the City as provided by council action and state and federal statutes, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the City Council. Organizational supervision is exercised over all personnel within the organization.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL RESPONSIBILITIES AND DUTIES

Executive Officer of the City Council:

1. Maintains records of all council proceedings including preparing minutes and maintaining the City Code.
2. Prepares agendas and other working papers used at meetings; handles all correspondence on behalf of the Council.
3. Recommend policies that will further goals of the City Council and generally improve the quality of city administration.
4. Supervise and have day-to-day oversight of the activities of all city department heads and the administrative staff.



Financial:

5. Generates, maintains and safeguards all financial records, including General Ledger, Accounts Payable, Cash Receipts, Payroll, Utility Billing, Budget and Fixed Assets.
6. Develops, monitors, controls annual City operating budget. Recommends budget for consideration by City Council.
7. Develops long-term financial plans; determines investments, reviews rates and fees, monitors capital improvement program, etc.
8. Provides technical advice and service; interprets rules and regulations relating to state guidelines.

Administrative:

9. Executes official documents; certifies, signs and properly files all legal papers.
10. Issues licenses and permits following Council approval.
11. Provides public records and information to citizens, civic groups and other agencies as requested.
12. Takes and certifies acknowledgements and administers oaths.
13. Prepares bid advertisements for required city products and services in accordance with state statutes.
14. Responds to questions and complaints from public.
15. Prepare reports and summaries relating to proposed municipal projects/improvements and submit them with recommendations as may be required to the Council for study and subsequent action.

Elections:

16. Supervise the conduct of local elections in accordance with prescribed laws and regulations.

Economic Development:

17. Coordinates with the Fosston Economic Development Authority
18. Maintains all financial records for F.E.D.A.
19. Writes and administers grants.



General:

20. Functions as Secretary to the Utilities Commission
21. Work in cooperation with the city attorney, city engineer and other consultants.
22. Consult with appointed officials and with other public or private agencies as may be required.
23. Be informed of federal, state, and county programs that affect the city.
24. Oversee, recommend and purchase administrative equipment and supplies.
25. Recommend hiring, directing, disciplining and performance evaluations of staff members.
26. Assign duties, trains staff and organize work load.
27. Establishes and maintains frequent, timely and constructive communication with staff.
28. Coordinates ongoing training programs to ensure personal and staff development.
29. Prepare news releases, and develop and discuss public relations materials. Maintain good public relations with general public.

KNOWLEDGE, SKILLS AND ABILITIES

Comprehensive knowledge of the principles and practices of public administration; thorough knowledge of municipal finance practices; comprehensive knowledge of the laws, ordinances and regulations underlying a municipal corporation; general knowledge of standard office software and equipment; ability to write clear and concise reports, memoranda, directives and letters; ability to analyze complex problems and develop comprehensive plans from general instructions; ability to meet the public and to discuss problems and complaints; ability to plan and direct the work of operating departments; ability to establish and maintain effective working relationships with department heads, City Council and the public.

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires sitting, reaching with hands and arms and repetitive motions and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business



office, light traffic).

EDUCATION/WORK EXPERIENCE

Bachelor's degree with coursework in finance, accounting, public administration, or related field and extensive experience in a municipal government leadership position, or equivalent combination of education and experience.

SPECIAL REQUIREMENTS

Valid driver's license.

Signature of Incumbent

Date

Signature of Supervisor

Date