



**CITY OF JACKSON  
POSITION DESCRIPTION**

**SECTION I: GENERAL INFORMATION**

<b>Position Title:</b> City Administrator	<b>Department:</b> Administration	<b>Unit:</b>
<b>Immediate Supervisor:</b> Mayor/City Council	<b>Grade Placement:</b>	<b>FLSA Status:</b> Exempt
<b>Job Summary:</b>  Under the direction of the Mayor and City Council, the City Administrator serves as the chief administrative officer responsible for overseeing and directing the overall operations, goals and objectives of the City, its departments and its staff directly or through designated department supervisors.		

**SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Serves as the chief administrative officer of the City. Performs such duties as:
  - a) Implements City Council actions, policies, ordinances, resolutions, goals and objectives and directs the administration and operations of the City as provided by City Council actions.
  - b) Ensures that the City operates in accordance with all federal, state and local laws.
  - c) Follows accepted standards and practices of public administration.
  - d) Evaluates projects, programs and services and the impact they may have on the community and City.
  - e) Attends City meetings, committee meetings, staff meetings or meetings with other governmental entities. Prepares meeting agendas and supporting information.
  - f) Provides direction, supervision and oversight to department managers/supervisors on administrative matters and personnel related matters of the hiring, firing, performance evaluation, etc. or City employees; coordination of services and collaboration between departments; and the sustainment of an organizational culture that supports and enhances the City's values.
  - g) Conducts performance reviews on all direct reports; prepares letters of expectations for employees requiring follow up evaluations; coaches and counsels staff, when necessary; determines and issues discipline, as indicated.
  - h) Supervises administrative office staff directly and oversees daily operations and activities.
- Advises the City Council and its Committees regarding operational issues, items, concerns and recommendations.
  - a) Advises committees of any operational issues as they arise and before presentation to the City Council.
  - b) Advises the Council on proposed legislation that can have an effect on City operations.
  - c) Represents the City at various meetings as directed by the Council.
  - d) Coordinates, collaborates and works with departments to identify innovative opportunities.
  - e) Plans, researches, formulates and recommends policies, procedures and proposals for the Council's consideration.
  - f) Oversees, manages and implements special projects as delegated by the Mayor or City Council.
  - g) Provides the Mayor and City Council with reports regarding the impact of potential actions under review by the City Council.

- Oversees and plans the budgetary process and fiscal operations of the City.
  - a) Presents the proposed budget to the Finance Committee and City Council.
  - b) Monitors City expenditures and financial reporting. Reviews and approves all invoices.
  - c) Assists with audit processes and investment decisions.
  - d) Researches alternative funding sources. Writes and prepares grant applications and administers City grants.
- Conducts and performs activities involved in public relations and public information services for the City.
  - a) Prepares quarterly newsletters and monthly Administrator's memos to keep the public informed of City projects and news.
  - b) Prepares news releases when appropriate.
  - c) Works with local news media to best represent the interests of the City.
  - d) Works with a variety of different groups representing various sectors of the community to identify or discuss their issues, concerns and to represent the City or serve as a liaison between the community, citizens and the Council.
- Oversees the human resource functions, policies and procedures of the City.
  - a) Oversees the recruitment, selection and hiring process of the City.
  - b) Oversees and coordinates the labor negotiation process and labor agreements of the City.
  - c) Recommends changes in personnel policies and procedures.
- Oversees and manages contracted services and consultants working on special City projects.
  - a) Collaborates and works closely with various consultants, engineers, attorneys, architects or others engaged in various street, utility, airport or management projects required of the City.
  - b) Oversees the hiring and bidding process.
  - c) Attends mediation, as necessary, for City projects.
  - d) Coordinates any legal issues involving matters impacting the City.
- Performs other duties of a comparable level or type, as required.

### SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

<b>RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS</b>		
	<b>Titles of Positions Directly Supervised</b>	<b># of Employees</b>
1	Street Superintendent	1
2	Water/Wastewater Superintendent	1
3	Liquor Store Manager	1
4	Economic Development Coordinator	1
5	Accounting/Office Manager	1
6	City Clerk/Zoning Administrator	1
<b>TOTAL</b>		<b>6</b>



<b>INDIRECT SUPERVISION:</b>			
<b>Number of employees indirectly supervised:</b> Street, Liquor Store, Water/wastewater, and administrative/office support personnel			<b>Total:</b> 13 FTE's
<b>EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:</b>			
<b>REQUIRED EDUCATION/TRAINING</b> (choose one)		<b>DEGREE INFORMATION:</b> Type of degree: (B.S., M.A., etc.)	
less than high school diploma		Bachelor's Degree	
High school diploma or GED.		<b>Major field of study or degree emphasis:</b>	
1 year college		2 years college	Business, Public Administration or closely related field
3 years college	x	4 years college	
1st year graduate level		<b>Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:</b>	
2nd year graduate level		<ul style="list-style-type: none"> <li>Principles, practices, and legal aspects of public administration as they relate to county government.</li> <li>Budget preparation, presentation, and analysis.</li> <li>Local and state political processes.</li> <li>Governmental accounting and reporting and the relationships of local, state, and federal funding.</li> <li>Principles and practices of supervision, leadership, management, and organizational theory.</li> <li>Governmental structure, laws, organization, and interdependency of levels of government.</li> <li>Knowledge of City policies, city governance and economic development rules.</li> <li>Human resources, employee relations, intergovernmental and public relation principles, concepts, trends and approaches.</li> <li>Procedures and fundamentals of policy development and enforcement.</li> </ul>	
<b>Required Minimum Work Experience in Addition to Formal Education/Training:</b> Minimum of 3-5 years management and leadership experience in the areas of finance, personnel administration, government and public administration or an equivalent combination of education and experience.			
<b>LICENSE/ CERTIFICATION</b>		<b>Identify licenses/certification required:</b>  Requires a valid driver's in the State of MN.	
<b>ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK</b>		<b>Skilled in:</b> <ul style="list-style-type: none"> <li>Establishing and maintaining effective working relationships with City Council, Mayor, department heads, the public, the media, representatives from other governmental units, and County employees.</li> <li>Considerable oral, written, presentational skills.</li> <li>Negotiating union agreements and managing human resource functions of a diverse organization.</li> <li>Overseeing and managing the overall financial and budgetary operations of the City.</li> </ul>	



- Delegating and managing managers in diverse programmatic areas.
- Planning, developing, and implementing long range and strategic issues, procedural policies and managing the competing and conflicting resource and political considerations and needs in implementing City directives, initiatives and resolutions.
- Preparing and presenting accurate statistical and narrative reports.
- Evaluating, analyzing, and critical thinking in evaluating and addressing City needs, problems.
- Understanding human relations, behavior and thought processes.
- Communicating, implementing and enforcing departmental and City policies and practices.
- Time management and organizational skills.
- Preparing for and leading labor negotiations and the administration of employee relations.
- Motivating, persuading and directing employees and managers towards improved performance, organizational goals and behaviors that enhance the organizational objectives of the City.

**PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities)**

Physical Activities	Amount of Time Spent				Lifting/Forcing Exerting	Amount of Time Spent			
	None	1/3 Less	1/3 to 2/3	Over 2/3		None	1/3 Less	1/3 to 2/3	Over 2/3
Stand		x			Up to 10 lbs		x		
Walk		x			Up to 25 lbs	x			
Sit				x	Up to 50 lbs	x			
Use hands to finger, handle or feel	x				Up to 100 lbs	x			
Reach with hands and arms	x				Over 100 lbs.	x			
Climb or balance	x								
Stoop, kneel, crouch or crawl	x								
Talk or hear				x					
Taste or smell	x								

**PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities**

Physical requirements associated with the position can be best summarized as follows:

**Sedentary Work:**

Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

**HAZARDOUS WORKING CONDITIONS**

**Unusual or hazardous working conditions related to performance of duties:**

This is an administrative and management position. Work is performed under normal office conditions and there are minimal environmental risks or disagreeable conditions associated with the work. Work involves continuous contacts and interactions with the public, staff, elected officials, outside agencies, vendors, contract providers, administrators, and others that can involve occasional disagreeable and difficult human interactions and/or conflicts.

