



CITY OF WATERTOWN JOB DESCRIPTION

POSITION/TITLE: City Administrator

DEPARTMENT: Administration

FLSA STATUS: Exempt

IMMEDIATE SUPERVISOR: City Council

PRIMARY OBJECTIVE:

Following City Council goals and policies, oversees general government operations, planning and zoning, and participation in Human Resources to ensure efficient operation of City including, but not limited to the following:

Supervise the administration of all functions including Administration, Government Operations, policing, Fire Department, Public Works Department, utility operations, and Planning and Zoning. Operate with considerable discretion in normal administration functions and in implementing policies of the Council with the authority to delegate duties as needed. Execute any assignments and duties assigned by the Council, State Statute, or City Ordinance, in areas of general government operation, planning and zoning, and human resources.

EQUIPMENT/JOB LOCATION:

Works primarily from an office in City Hall. Equipment used includes but is not limited to personal computer, printer, dictaphone, fax, calculator, postage meter and copy machines.

ESSENTIAL FUNCTIONS OF THE JOB:

Governmental Operation

- Develop and administer the rules, regulations and procedures necessary to insure the proper functioning of all departments to meet goals and objectives established by the City Council.
- Supervise and manage all City operations, including, but not limited to, the departments of Administration, Government Operations, Police, Fire, Public Works, Planning and Zoning, and Utility Operations within the policies and budget constraints of the City.
- Advise the City Council as to the future needs of the City, making recommendations to the Council in a five-year capital improvement program reviewed and updated annually.
- Attend and take part in discussion at all meetings of the City Council and other official bodies as directed by the Council. City Administrator shall also represent the City at all official or semi-official functions as may be directed by the City Council or the Mayor. Represent the City and cooperates with other governmental agencies and officials in areas of mutual interest.
- Oversee handling of complaints, concerns, issues and requests for services to ensure prompt and courteous response to citizens. See that all codes and ordinances are duly fully enforced.
- Coordinate the preparation of agendas and supporting documents for all City meetings.
- Prepare a variety of reports and makes presentations to the City Council and Advisory Commissions, recommend as appropriate the adoption of measures necessary for the health, safety, and welfare of the community or for the improvement of government operation.
- Serve as liaison between department heads and City Council, and City Advisory Commissions and City Council.

Finance

- Prepare and presents the annual budget to the City Council.
- Responsible for the administration of all City funds including the enterprise funds.
- Keep the City Council advised of the financial condition of the City and make such recommendations as he/she may from time to time, determine desirable and necessary to insure effective management of financial assets.

- Work with the Administrative Services Director/City Clerk and City Council to insure favorable investment of available funds, effective and proper accounting practices, appropriate insurance and effective financial planning.
- Maintain a familiarity with alternate revenue sources including federal and state aids, loans, grants, and other possible sources, and submits recommendation to the City Council for actions necessary to pursue such sources.
- Manage City investments according to State and City guidelines; researches and analyzes investment possibilities, determines cash available and length of each investment, invests and tracks funds and withdraws funds as needed.
- Work with financial consultants when necessary.

Planning and Zoning

- Supervise the duties of planning, coordinate development application with City Staff and Consultants, handles issuance of building permits, variance requests, conditional use permit requests, and other matters relating to planning and zoning.
- Prepare and submits grant applications, as directed by the City Council.
- Perform other duties as may be required by the City Council and consistent with Minnesota Statutes and City Ordinances.
- Maintain zoning maps and records, prepares public notices.
- Evaluate potential projects, programs, and services to determine feasibility and community impact and makes recommendations to the City Council.

Human Resources

- Supervise and participates in the selection of employees, evaluates employees and recommends salary adjustment, determines staffing and structure needs.
- Represent the City Council exclusively in all human resource and collective bargaining matters and negotiates with representatives of employee organizations.
- Coordinate the work of all contracted Consultants, including, the City Attorney, City Engineer, and Building Inspector.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to communicate effectively, both orally and in writing.
- Ability to build and maintain a team-oriented work environment.
- Problem solving skills.
- The ability to manage and make decisions using skills, knowledge and reasonable judgment.
- Considerable knowledge of laws, rules and regulations applicable to City government.
- Considerable knowledge of budgeting, accounting and government financing.
- Considerable knowledge of government processes, service, economic development and planning.
- Considerable knowledge of management principles and practices as they apply to the public sector including personnel management, organizational development, and project management.
- Thorough ability to prepare, present, and administer budgets, to invest funds and manage finances.
- Thorough ability to communicate effectively and establish effective working relationships with elected officials, staff, other public officials, and the public including making formal presentations.
- Considerable ability to research and prepare accurate and thorough reports.
- Considerable ability to perform mathematical calculations and to analyze data.

PHYSICAL DEMANDS:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sit for extended periods of time.
- To have hand and arm (or equivalent) dexterity adequate to allow for extensive use of a keyboard for data entry.

- To talk and hear with enough proficiency to allow for communicating with customers by phone or in person.
- To have adequate vision to accommodate frequent viewing of computer screens, print reports.
- The employee must frequently lift and/ or move up to ten (10) pounds and infrequently lift or move up to 25 pounds.
- The noise level is usually moderate.

MINIMUM QUALIFICATIONS:

- A Bachelors Degree in Public Administration, business, planning community or economic development or a related field and four (4) years of related experience or a Masters Degree in Public Administration and four (4) years of related experience.
- Four (4) years of public sector administrative experience.

NON-DISCRIMINATION POLICY:

The City of Watertown will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, sex, disability, age, marital status, sexual orientation, or status with regard to public assistance.

(The examples given above are intended only as illustrations of various types of work performed and are not necessarily all-inclusive. This position description is subject to change as the needs of the City and requirements of the position change. The City of Watertown reserves the right to change and/or eliminate any and all job duties as necessary. This position is subject to state drug and alcohol testing.)