



Job Description

Council Administrator

Pay Grade: F102

Employment Status: Full-Time

FLSA Status: Exempt

Experience Required: Ten (10) years of progressively responsible experience in a municipal government administration and five (5) years of department level supervisory experience. Experience as top City Administrator in a city with a population of 8,000 or more is desired.

Minimum Education Requirements: Bachelor's Degree in Public or Business Administration, Finance, or a related field or equivalent combination of education and experience. Master's Degree is desired.

Department: Administration.

Direct Supervisor: City Council.

Supervisory Responsibility: Direct (13) Indirect (185)

Primary Work Location: Office setting.

Certification: Valid MN Class D driver's license or equivalent.

Job Summary: Under the general direction of the City Council, performs complex executive work directing City government operations including managing and directing daily operational activities through direct communication with department heads, ensuring ordinances, resolutions and policies are enforced, and creating and administering the annual budget. Responsible for the managerial oversight of all department heads and subordinate staff in order to meet the needs of the citizens of the City. Work involves collaboration with local businesses and government institutions to continue the economic development of the community and provide advanced opportunities to the residents of the City. Implements policy directives from the Mayor and City Council. Plans, directs, coordinates and oversees the provision of all city services, the development of major projects and programs, effective staffing, and the care and use of municipal buildings, equipment and facilities. Committed to operating the City in an efficient, customer service-oriented manner. Instills the City's values and mission to create a positive working environment. Chief Executive Officer for the City of Red Wing.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Perform administrative responsibilities as a Council Officer.
- Maintains good relationships with the Library and Sheldon Board to navigate the unique relationship.
- Direct and ensure the organizational culture continues to strive to be a progressive, creative, competitive employer that attracts and retains top-quality employees.
- Acts as mentor and coach for employees so that they can meet their potential.
- Represent the City on various boards, at meetings, conferences, legislative events, and other assigned public affairs. This includes attending City Council meetings as needed or required. Acts as staff liaison to assigned boards or commissions.
- Lead and serve on the City's executive team, project management team, department head team, and on various Council committees.
- Statutory responsibilities as required by position.



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- Responsible for the implementation of the City Council's strategic plan.
- Prepare, maintain, and implement City Budget process approval and management.
- Responsible for coordination of provision of services.
- Works with City Council Committees to process work projects including new policy, agreements with other parties and new projects.
- Serves as Ex Officio member of all boards and commissions.
- Works closely with the Mayor and City Council President on City Council regular, special, and workshop agendas.
- Appoints staff liaisons to boards and commissions.
- Advise the City Council, committees, and Mayor on the City's financial status, capital improvement needs, operating and staffing conditions, expenditures, financial controls and related concerns.
- Responsible for implementation of personnel policy and is responsible for all hiring and firing except for the Council Officers identified in the City Charter.
- Exercise control and oversight over all affairs of City government; conduct internal investigations; oversee departmental operations; issue administrative orders, rules, and directives; outline procedures for provision of City services; and interpret Council and administrative intent.
- Negotiate or oversee negotiation of labor contracts; serve as a designee in the established grievance process.
- Monitor City operations to ensure effectiveness and compliance with applicable laws, regulations, rules, policies, and ordinances.
- Recommend the content and oversee the drafting of City ordinances, resolutions, and policies for City Council approval.
- Respond to concerns, issues, complaints, and questions from the public and employees; mediate disputes and resolve issues as appropriate.
- Represent the City on issues affecting development problems or concerns.
- Maintains communications with elected leaders during emergency events and serves as backup Public Information Officer.
- Perform other duties as assigned.

Knowledge, Skills, and Abilities (KSA's) for Position

An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- Government and financial management in a government setting.
- Computer systems in a business or city environment.
- Practices, methods, and laws relating to public personnel management.
- Budgeting and financial practices.
- Business and management principles.
- Thorough understanding of City's functions, policies, and procedures.

Skills

- Ability to establish productive relationship with elected leaders.
- Strong written and oral communications and relational skills.
- Create, follow and relay complex oral and written instructions, policies and procedures.



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- Strong organizational, leadership and motivational skills.
- Strong mathematical, problem solving and decision-making skills.
- Sound judgement.
- Strong Government relations and employee team building skills.
- Strong public communications messaging and presentation skills.
- Operate a variety of office equipment, including computer terminal, printer, calculator, fax, and copier.

Abilities

- Exercise discretion regarding confidential matters.
- Supervise and direct the work of others.
- Remain calm in stressful situations and set example of integrity and professionalism.
- Develop and maintain cooperative working relationships with a diverse group of associates including other professionals at the local, state, and national level and those providing services to the City.
- High attention to detail and meeting deadlines.

Physical

- There is limited exposure to field or construction site conditions when visiting properties within the City.
 - Attendance at evening and weekend Council meetings and other meetings is required.
 - Normal office environment.
 - Lift and/or move up to 25 pounds.
 - Driving to various City facilities and functions required.
 - May be required to respond to natural disasters and nuclear events.
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**This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.