



<b>Department:</b>	Administration
<b>Reports To:</b>	City Council
<b>Supervisory Duties:</b>	Manages Department Heads
<b>Last Updated:</b>	November 14, 2024

## Position Details

As the Chief Administrative Officer of the City, the City Administrator/Clerk/Treasurer provides leadership to City staff and collaborates with the City Council to define and achieve the City's goals and objectives. This position is responsible for overseeing all City operations, ensuring financial accountability, and supervising staff and consultants. The City Administrator/Clerk/Treasurer manages the City's functions directly and through department heads, while fulfilling the statutory duties of Clerk and Treasurer. The role requires delivering high-quality services to citizens while ensuring compliance with all legal, administrative, and regulatory requirements.

### Management of Day-to-Day City Operations

- Ensures compliance with all legal communication requirements, including public access to information and open meeting laws, and advises staff on proper procedures and content.
- Effectively frames requests to gain cooperation, securing desired actions, grants, and outcomes in a clear and positive manner.
- Builds and maintains strong working relationships with elected and appointed officials and area stakeholders at federal, state, county, and regional levels to advocate for the City's interests.
- Oversees staff in all departments to ensure adherence to City policies, procedures, and regulatory requirements.
- Ensures that all election laws and procedures are followed and that elections are conducted in an efficient manner.
- Maintains all City records in accordance with best practices and ensures compliance with data privacy regulations.
- Administers the use of external consultants, as directed by the City Council, for contracted government functions.
- Provides leadership, supervision, and oversight for the Administration, Public Works, Police, Fire, Motor Vehicle Services, Community Center, Library, and Consultants, while managing the hiring process and ensuring proper protocols are followed.
- Manages the daily and annual performance of staff, both directly and through department heads, ensuring accountability and alignment with City objectives.
- Leads the development and implementation of employment policies, staff compensation plans, and benefits programs.
- Coordinates and manages special projects, ensuring they are completed on time and within budget.
- Promotes workplace safety and ensures all employees are properly trained in safety protocols, working with department supervisors to uphold best practices.

## **Communication with the City Council to Set Priorities for Government Activities**

- Evaluates City services and develops strategies for improving them or aligning them more closely with community needs.
- Educates the City Council about City services and presents options for enhancing service delivery.
- Directs or conducts research at the Council's request, providing detailed analysis of the strengths and weaknesses of various options.
- Facilitates collaboration by identifying common ground among competing interests and fostering a productive working relationship between staff and the Council.
- Takes a leadership role in projects related to development initiatives approved by the Council.)
- Negotiates and-manages contracts with external agencies for City services.
- Prepares comprehensive reports, agendas and analysis to support the City Council in its decision-making process.

## **Directly Supervises the Finance Function of the City and Ensures Proper Maintenance of Official Accounting Records and Financial Oversight**

- Analyzes, interprets, and communicates financial operating results to the City Council, and provides fiscal direction to all City departments.
- Ensures the accurate maintenance of financial records and budgets keeping the Council properly advised about the fiscal position of the City.
- Develops and manages the annual budget and recommends adjustments to spending as necessary to balance revenues and expenditures.
- Oversees purchasing and bid-letting to ensure cost efficiency and legal compliance.
- Recommends and monitors fee schedules for City services, ensuring project costs are accurately tracked and allocated.
- Provides technical guidance, directly or through consultants, on financing for capital improvements and Chapter 429 assessments.
- Oversees the annual audit and preparation of the City's annual financial statements.
- Manages idle funds in accordance with approved investment policies and practices and takes a leadership role in debt management and bond issuance to optimize the use of available funds.

## **Enforcement of City Codes and Ordinances to Protect Public Welfare and Enhance Quality of Life**

- Reviews coordinates training, staff performance, administers discipline and recognition, coordinates training, and manages personnel records.
- Manages scheduling and payroll timekeeping for staff.
- Responds to service calls, either as primary or backup, and completes necessary reports.
- Delegates work assignments and prepares staff schedules.
- Recruits and assign tasks to volunteers to support daily library operations.
- Conducts performance evaluations, provides training opportunities and supports staff development.
- Assists with Planning and Zoning functions as needed.

## Position Requirements

### Knowledge, Skills, and Abilities

- Provides work direction with limited supervision exercising autonomy in achieving objectives.
- Problem-solving impacts department operations, with moderate financial consequences for the organization.
- Regularly interacts with internal and external contacts to carry out organizational programs, including occasional contact with higher-level officials.
- Considerable knowledge of the organization and functions of City government including ordinances, regulations and policies controlling the City.
- Thorough ability to communicate effectively, orally and in writing.
- Ability to analyze complex situations, adapt policies, and develop effective solutions.
- Proficient with standard office equipment, including phones, computers, calculators, fax machines, and copy machines.
- Able to organize, read, and present statistical information from a variety of sources in both oral and written forms.
- Skilled in researching and analyzing complex problems, offering solution-oriented recommendations.
- Failures and successes impact the short-term financial impact on the overall organization. Strong problem-solving skills, with a direct impact on the organization's success and financial outcomes.
- Regularly engages with influential individuals, requiring tact, discretion, and negotiation skills.
- Ability to establish and maintain effective working relationships with employees, officials, and the public, including delivering formal presentations.
- Flexible in working long hours or varied shifts as necessary, while performing under pressure efficiently.
- Ability to sit and stand for extended periods.

### Education

A Bachelor's degree in Public Administration or a related field, with a minimum of five years of experience in municipal government administration in a leadership role, or an equivalent combination of education, training, and experience that provides the necessary knowledge, skills, and abilities for this position. Key qualifications include:

- Strong knowledge of government operations and financial management in a public sector context
- Proven leadership and interpersonal skills
- Hands-on experience in Planning and Public Works
- Effective problem-solving abilities.

### Desirable Qualifications

A Master's Degree in Public Administration, Finance, Business, or equivalent is preferred.

### Requirements

- MN Driver's License.
- Possess basic computers skills.
- Basic Computer Mapping (Google Maps, Bing)

### Licenses/Certifications

None.

### Physical and Mental Requirements

Most work is in a normal office environment with moderate noise level. Limited lifting of ten pounds or less is required. Travel within the City or region to view properties or attend meetings is likely to occur three to

four times weekly. There is limited exposure to field or construction site conditions when visiting properties within the City. Attendance at evening Council meetings and related meetings is required.

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

## **Working Conditions**

The City Administrator is responsible for diverse matters, many of which have deadlines and require significant attention to detail. Approximately 25% of the time, work is performed at the highest level of detail and pressure of deadlines.

*The work environment characteristics described here are representative to those an employee encounters while performing essential functions of this job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.*

## **Competencies Common to All City Positions**

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable City policies and procedures
- Demonstration by personal example the spirit of service, excellence, and integrity expected from all staff.
- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.
- Confer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities.
- Represent the City of Crosby in a professional manner to the public, outside contacts and constituencies.