



MAYOR & COUNCIL COMMUNICATION

DATE: December 1, 2015

CONSENT

ITEM # 13

AGENDA ITEM: City Administrator Search

SUBMITTED BY: Julie Johnson, City Clerk

THROUGH: Julie Johnson, City Clerk

REVIEWED BY: Julie Johnson, City Clerk

SUGGESTED ORDER OF BUSINESS:

- Introduction of ItemStaff
- Report/Presentation.....Staff
- Questions from Council to Staff Mayor Facilitates
- Call for Motion Mayor & City Council
- Discussion..... Mayor & City Council
- Action on Motion..... Mayor Facilitates

POLICY RECOMMENDER: Staff

FISCAL IMPACT: \$450 for advertising on the ICMA website and newsletter.

SUMMARY AND ACTION REQUESTED: The contract with the Interim City Administrator was signed on July 21, 2015 and is effective “until such time as a regular City Administrator is appointed, which is anticipated to be no longer than 6 (six) months.” The City Council has elected to move forward at this time with a search for a permanent City Administrator. The City Clerk has been instructed to post an advertisement on the LMC and ICMA websites for recruitment of candidates. An ad is attached for Council approval that will direct candidates to the City’s website for the full posting with the City Ordinance detailing the duties of the City Administrator position. A letter to candidates outlining the process is also attached with the supplemental questions that were used in the process for selecting an Interim Administrator. Once finalists are identified, the Washington County Sheriff’s Office would be asked to conduct criminal background checks and the Council may choose to instruct the City Clerk or another individual to contact references and provide that information to the Council for review.

A salary survey for City Administrator positions provided by the League of Minnesota Cities using data from cities with populations 25% smaller and 25% larger than Lake Elmo was used to arrive at a suggested salary range of \$100,000 to \$105,000.

It is likely that this process will extend past the six month time frame stated in the Interim Administrator's contract. Mr. Schroeder has indicated his willingness to continue in his current capacity as Interim Administrator for the City until such time as a permanent Administrator is hired. Therefore, the position posting has been drafted with a 30 time frame for applicants to apply. 30 days is a typical response time for a position at this level, and with the upcoming holiday season, it is advisable to allow sufficient time for applicants to respond.

BACKGROUND INFORMATION: At the November 17, 2015 City Council meeting, the City Council directed the City Clerk to post the position opening for City Administrator on the LMC and ICMA websites. Additionally, the City Council directed staff to use a professional firm for conducting background checks on the candidates.

RECOMMENDATION: Authorize City Clerk to post the attached advertisement for a City Administrator; and discuss the process and timeline to be used for screening applicants for interviews and hiring.

“Motion to authorize the City Clerk to post the position on the LMC and ICMA websites with a salary range of \$100,000 - \$105,000 and a closing date of January 4, 2016 for applications.”

Attachments:

City Administrator Job Posting

City Administrator Ordinance

Letter to Applicants

Consent for Release of Information



Job Title: City Administrator

Open: December 2, 2015

Close: January 4, 2016

Salary: \$100,00 - \$105,000 per year

City: Lake Elmo

The City of Lake Elmo is seeking applicants for the full-time, exempt position of City Administrator with an annual starting salary of \$100,00 - \$105,000. Position is responsible for supervision and management of all departments within the City of Lake Elmo through proper administration of City policies. Minimum qualifications: Bachelor's Degree, with a Master's Degree preferred, and experience in a senior management position. Desirable qualifications: experience in financial management, human resources, economic development, growth planning, governance, and community involvement.

Please go to www.lakeelmo.org for additional information and full job posting.

Closing Date: January 4, 2016

Send cover letter, resume, city application and references to:

City of Lake Elmo
Julie Johnson, City Clerk
3800 Laverne Avenue North
Lake Elmo, MN 55042
jjohnson@lakeelmo.org



Dear Applicant:

Thank you for your interest in applying for the position of City Administrator for the City of Lake Elmo, MN. Please find below additional information on the selection process/timeline, as well as a checklist of information requested for your continued consideration for this position.

Selection Process/Timeline - The City Council of the City of Lake Elmo, MN will meet in early January, 2016 to review applications received from candidates interested in the position of Lake Elmo City Administrator. It is anticipated that the City Council will determine expectations for a start date, salary, and duties, as well as undertake one of the following courses of actions:

- Select one or more candidates as Finalist(s) for the position of City Administrator and direct appropriate reference and employment checks, as well as possible interviews; or
- Proceed in another direction with respect to addressing the soon-to-be vacant position of City Administrator.

Applicant Information - In preparation for the deliberations of the Lake Elmo City Council, and cognizant of the short turn around for this application, we are requesting your submission of the following information in order to be considered for the position of City Administrator:

- A current Résumé or Employment History
- A short Letter of Introduction or Statement of interest
- Response to the following information requests (may be included in the Letter):
 - o Date of availability
 - o Salary or salary range expectation (monthly)
 - o Minimum or maximum contract duration
 - o Other contract considerations (authorization for flexible appointment, outside employment, etc.)
- Written answers to the Supplemental Questions
- Contact information for three (3) professional References [note - References and Employers will not be contacted until after you have been selected as a Finalist and have authorized the City to proceed]
- A signed Applicant Consent Form.

Please deliver or submit the requested information postmarked by 5:00 pm Monday, January 4, 2016 to the Lake Elmo City Clerk, Julie Johnson. You may also email your application materials to jjohnson@lakeelmo.org I have also attached for your information the current City Code language for the Position of City Administrator.

Thank you again for your interest in the position of City Administrator.

Sincerely,

Julie Johnson
City Clerk
City of Lake Elmo



LAKE ELMO CITY ADMINISTRATOR SUPPLEMENTAL QUESTIONS

Please include responses to these questions in your letter of interest.

1. What interests you in the position of City Administrator with the City of Lake Elmo?
2. How would you approach the role of City Administrator?
3. What experience have you had with conflict management, and how would you handle the conflict that is currently prevalent in Lake Elmo?
4. Please describe your leadership and management style.



RELEASE AUTHORIZATION: APPLICANT

I, (please print name) _____, hereby authorize verification of any information contained in the Application for Employment and/or supplemental materials I have submitted in consideration for the position of City Administrator, as may be needed to be considered for employment. I do, hereby authorize / do not authorize (circle one) public release of my name by **the City of Lake Elmo** as an applicant for the position of **City Administrator**, and release **the City of Lake Elmo** from any and all liability or claims for damage that may result from such.

Applicant's Signature

Date

CITY ADMINISTRATOR

§ 31.25 APPOINTMENT.

(A) The office and position of City Administrator is continued within the city.

(B) The City Administrator shall be appointed by the Council and shall serve for an indefinite term. The City Administrator shall be chosen on the basis of executive and administrative qualifications, and shall have experience and knowledge in the area of government or business administration.

(1997 Code, § 200.02)

§ 31.26 CONTRACT.

The city may enter into an employment agreement as it deems necessary to further the purposes of this section.

(1997 Code, § 200.02)

§ 31.27 PRIMARY OBJECTIVE OF POSITION.

The Administrator shall be the chief administrative officer for the city and shall:

(A) Plan and direct the administration of city functions as delegated by the Council to ensure efficient municipal services and development in line with Council objectives, city ordinances, and state law;

(B) Advise the Council regarding the impact of policy decisions and to represent the interest of the city in manners before other governmental agencies as delegated by the Council;

(C) Supervise and manage the administration of all departments within the city. Operate with considerable discretion in normal administration functions and in implementing policies of the Council. Responsible for effectively recommending policies, employee staffing, budgets, code modifications, and public communications where Council action is required; and

(D) Advise Council in matters concerning planning, including but not limited to zoning, platting, variances, shoreline permitting, conditional use permits, and subdivisions.

(1997 Code, § 200.02)

§ 31.28 MAJOR AREAS OF ACCOUNTABILITY AND RESPONSIBILITY.

(A) Serves as chief administrative officer of the city, and is responsible to the Council for the proper administration of all the policies of the city;

(B) Knows and understands the code and its proper application to specific issues and sees that all laws and ordinances are fully and properly enforced;

(C) Supervises and manages the administration of all departments, offices, and divisions of the city except as otherwise provided by law and carried out any other responsibilities placed under Administrator's jurisdiction by ordinance or by subsequent Council action;

(D) Recommends from time to time the adoption of the measures as may be deemed necessary or expedient for health, safety, and welfare of the community or for the improvement of the administration;

(E) Works with city commissions coordinating their activities with elected city officials and presenting commission recommendations to the Council;

(F) Stays abreast of developments in the public administrative field and cooperates with governmental units and on matters of mutual interest;

(G) Supervises and manages the conduct of local elections in accordance with the prescribed laws and regulations;

(H) Relieves the Council members of as much administrative detail, inquiry, and the like as possible so they may devote more of their time to the policy-making responsibilities of their position;

(I) Coordinates the work of the city's appointed attorney and consulting engineer; and

(J) Performs the other duties as may be required by the Council.

(1997 Code, § 200.02)

§ 31.29 PERSONNEL.

(A) Acts as personnel officer, and is responsible for implementation of city personnel policies with the authority to effectively recommend employment, discipline, or removal of city employees for Council action;

(B) Develops and issues all administrative rules, regulations, and procedures necessary to ensure the proper functioning of all city departments, offices, and divisions as permitted by law and Council approval; and

(C) Prepares and updates job descriptions for all city employees and conducts job performance reviews with employees every 6 months. Reviews all department requests for overtime hours and accepts or rejects them based on needs and budget constraints. Reviews employee time cards on a regular basis.

(1997 Code, § 200.02)

§ 31.30 BUDGET.

(A) Supervises and manages the preparation of, and submits, an annual budget to the Council prior to September 1, and keeps the Council advised of the financial condition of the individual departments making recommendations as may, from time to time, be determined desirable and necessary;

(B) Supervises and manages the effective utilization of city assets and recommends additions or changes to the Council;

(C) Ensures effective management of financial assets. Works with the City Finance Director to ensure favorable investment of available funds, effective and proper accounting practices, appropriate insurance coverage, and effective financial planning;

(D) Keeps the Council advised as to the future needs of the city and makes recommendations to the Council in a 5-year Capital Improvement Program reviewed and updated annual; and

(E) Maintains familiarity with alternate and supplemental sources of revenue, including federal and state aids, loans, grants, and other sources of revenue, and submits recommendations to the Council for actions necessary to take advantage of the sources.

(1997 Code, § 200.02)

§ 31.31 MEETINGS.

(A) The Administrator attends and participates in discussion at all meetings of the Council and other official city bodies; also represents the city at all official or semi-official functions as may be directed by the Council; coordinates meetings and represents the Council as directed with other governmental agencies and associations. The Administrator is responsible for public notification of all regular and special meetings of the Council and is responsible for agenda preparation and Council meeting procedures. The Administrator is responsible for notification of public hearings.

(B) The Administrator works closely with the Council, including performing research on agenda items and other Council requests, attending meetings to report on city affairs and problems, presenting recommendations concerning policies and objectives as well as specific actions, participating in discussions as appropriate of all significant matters. Presents all items which required Council action or approval.

(C) The Administrator prepares agendas for Council meetings and provides supporting data.

(1997 Code, § 200.02)

§ 31.32 PURCHASING.

The Administrator supervises all purchases made by the city in accordance with a Council-approved purchasing policy and shall enter into contracts for previously budgeted and Council-approved purchases. The Administrator shall supervise the solicitation of sealed bids, including public notices, on all purchases when required to do so by state law or the city's purchasing policy.

(1997 Code, § 200.02)

§ 31.33 USUAL AND UNUSUAL WORKING CONDITIONS.

The Administrator shall:

- (A) Work a 40-hour week or equivalent;
- (B) Attend Council meetings in evenings; and
- (C) Attend any other evening meetings as needed.

(1997 Code, § 200.02)

§ 31.34 EXAMPLES OF PERFORMANCE CRITERIA.

The performance criteria of the City Administrator shall include, but not be limited to, the following:

- (A) Policies and programs of the city are readily understood and administered by city personnel;
- (B) Department heads reporting are consistently performing at a maximum level of productivity in carrying out the policies of the Council and the City Administrator;
- (C) Clear and effective communication lines are consistently maintained throughout city organization; and/or
- (D) The city consistently maintains a positive and high reputation for service among the citizens.

(1997 Code, § 200.02)