



STAFF REPORT

DATE: January 16, 2024

CONSENT

AGENDA ITEM: Approve Job Description for City Administrator

SUBMITTED BY: Karissa Goers, Administrative Services Director

BACKGROUND:

The City is seeking a City Administrator and will be utilizing a search firm to fill this position.

ISSUE BEFORE COUNCIL:

Should the Council approve the new job description for the City Administrator?

PROPOSAL DETAILS/ANALYSIS:

A redlined job description has been included in your packet. The suggested changes are recommended due to this job description not being reviewed since the addition of the administrative services director.

FISCAL IMPACT:

None

OPTIONS:

- 1) Approve the job description as presented for City Administrator.
- 2) Amend and then approve the job description for City Administrator.
- 3) Do not update job description for City Administrator.

RECOMMENDATION:

If removed from the consent agenda:

“Motion to approve the City Administrator job description.”

ATTACHMENTS:

- City Administrator Job Description

City of Lake Elmo

City Administrator

Job Title: City Administrator

Department: Administration

Status: Full-time regular position

Benefits: Qualifies for full-time benefits

Reporting Relationship: Reports to City Council

Supervisory Duties: Supervision is exercised over all personnel in the organization.

Position Details: The City Administrator performs complex work and directs the administration of City functions as delegated by the Council to ensure efficient municipal services and development in alignment with the City Council's objectives, City ordinances and state law. The Administrator advises the Council on policy decisions, policy impact and represents the interest of the City in manners before other governmental agencies as delegated by the City Council. Work involves setting policies and goals.

Essential Duties and Responsibilities

City Council:

- Uses knowledge of the scope of services provided by local government and personal leadership skills to communicate with the City Council individually and in meetings to develop priorities for new and existing activities of the City.
- Educates the City Council about City services and presents optional approaches for improvement of delivery of services for residents.
- Coordinates work of the City's appointed consultants.
- Stays abreast of the developments in public administration and related fields.
- Seeks to identify common ground among competing interests and facilitate a productive working relationship between Council and staff.
- Takes leadership role in projects involving initiatives approved by City Council.
- Attends and provides material/packets and information as needed to various committees and commissions.

Budget:

- Supervises all purchases made by the City in accordance with City Council approved purchasing policy.
- Maintains familiarity with alternate and supplemental sources of revenue, including federal and state aid, loans, grants, and other sources.
- Keep the Council advised of future needs of the City with a 5-year Capital Improvement Plan.
- Supervises and manages the preparation and administration of the annual budget.
- Ensures proper maintenance of all official accounting records so they conform to generally accepted government accounting principles and provide an accurate and current statement of the City financial condition.

Human Resources:

- Responsible for implementation of city personnel policies with the authority to effectively recommend employment, discipline, and removal of city employees.
- ~~Prepares and updates~~ Reviews and provides recommendations for City job descriptions_ for employees.

- Under authority granted by the City Council directs hiring of qualified staff, and administration of human resource functions, involving department heads as appropriate.
- ~~Directly supervises the City Clerk and collateral staff to ensure proper maintenance of all official accounting records so they conform to generally accepted government accounting principles and provide an accurate and current statement of the City financial condition.~~

Communications:

- Represents the City in front of the public, news media and government agencies in a manner that conveys a positive image of city government and that fosters cooperation and support.
- Seeks cooperation from others in the form of actions, grants or other desired outcomes by framing requests in a concise and favorable manner.
- Builds working relationships with elected and appointed officials at the federal, state, county and regional level to advocate for the best interest of the City.
- Provides timely responses to residents on issues in a professional manner.

Supervisory Responsibilities:

- Provides direction and supervision for direct reports as indicated on the City of Lake Elmo organizational chart.
- Carries out supervisory duties in accordance with the City's policies and applicable laws.
- Responsible for training, planning, assigning, and directing work.
- Responsible for evaluating performance, rewarding employees, disciplining employees.
- Responsible for responding to grievances, and addressing complaints, ~~and addressing problems or concerns~~ of employees as defined in the City's Personnel Policies.

Competencies Common to All City Positions:

- Develop and 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 Lake Elmo in a professional manner to the general public, outside contacts and constituencies.

While these areas are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as a part of their role with the City.

Position Requirements

Knowledge, Skills and Abilities:

- Demonstrates a working knowledge of management of the City's legal documents.
- Demonstrates a working knowledge of finance and budgeting methods, reporting and practices.

- Demonstrates a working knowledge of advanced office practices, procedures, equipment and Microsoft Office.
- Commitment to exceptional customer service and positive attitude.
- Demonstrates a team player approach and high level of professionalism in assisting staff.
- Demonstrates initiative in process improvement opportunities.
- Ability to maintain effective and positive working relationships with staff and the public.

Physical/Mental Demands and Working Conditions: Most work is performed in a normal office environment. The Administrator may be the person to whom a complaint is delivered by a citizen or referred by an employee and work may involve dealing with and calming individuals who are emotionally charged over an issue. This position typically requires: sitting, feeling, manual dexterity, grasping, talking, hearing, typing, and seeing. This position encounters unexpected and prolonged workdays and stress and pressure from dealing with emotional issues and conflicts. There is also sustained exposure to computer keyboards and video screens. This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects. 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 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.*

Minimum Qualifications:

Education: Master's Degree

Experience: Extensive experience working in local government.

Licenses/Certifications: This position will require the following be met and maintained through term in this position:

- Valid MN Driver's License

Preferred Qualifications:

- Master's degree in public administration, urban studies or related field.
- Previous experience in a full-service municipal or government setting with public utilities.
- Knowledge of planning and zoning and economic development.
- Knowledge of records management and MN data practices.
- Experience in the fundamentals of finance and budgeting.
- Initiative to look for continual improvement opportunities.
- Ability to exercise independent judgement and discretion in decision-making.
- Ability to effectively problem solve using analytical and strategic thinking.
- Process basic computers skills, including a good knowledge of and experience using:
 - E-mail and Microsoft Outlook
 - Web Browsing
 - Basic Computer Mapping (Google Maps, Bing)
 - Adobe PDF Viewer
 - Microsoft Office Products

Employee Acknowledgement

I have read and understand the job requirements, essential functions, working conditions, responsibilities and expectations set forth in the job description provided. I attest that I can perform the essential job functions as outlined with or without any reasonable accommodations.

Employee Signature

Date

Employee Name: _____

***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.*

Revised - 01/2024