



STAFF REPORT

DATE: March 18, 2025

CONSENT

TO: Mayor and Councilmembers
FROM: Nicole Miller, City Administrator
AGENDA ITEM: Authorize Administrative Services Coordinator Job Posting

CORE STRATEGIES:

- | | |
|---|--|
| <input type="checkbox"/> Vibrant, inclusive, connected community | <input checked="" type="checkbox"/> Efficient, reliable, innovative services |
| <input type="checkbox"/> Responsive, transparent, adaptive governance | <input type="checkbox"/> Balanced Finances now and future |
| <input type="checkbox"/> Managed Growth | <input type="checkbox"/> Resilient Infrastructure |

BACKGROUND:

Our current Administrative Services Director has submitted her letter of resignation effective April 1, 2025. This position plays a key role in supporting Human Resources and administrative functions within the organization.

ISSUE BEFORE COUNCIL:

Should the Council authorize the posting and advertising for the Administrative Services Coordinator position?

PROPOSAL DETAILS/ANALYSIS:

Included in your packet is a job description for an Administrative Services Coordinator. The primary functions of this position remain the same as Administrative Services Director except there will be no supervisory duties.

This change aims to better align the role with current operational needs in the areas of Human Resources and General Administration. The City Administrator will supervise the City Clerk and Communications Coordinator positions.

The City Clerk plays a critical role amongst all departments, and The City Administrator oversees the multiple departments. By having the City Clerk report to the City Administrator it enhances interdepartmental coordination, ensures compliance with laws and policies and streamlines communication.

The City Administrator currently supervises and works directly with the Communications Coordinator to execute the city's strategic objectives related to engaging with and informing the community in a transparent and consistent manner.

FISCAL IMPACT:

This position has been included in the 2025 budget.

The previous Administrative Services Director position was a grade 12.

The Administrative Services Coordinator position will be posted at a grade 10.

OPTIONS:

1) Approve the job posting for Administrative Services Coordinator.

2) Do not advertise for Administrative Services Coordinator.

RECOMMENDATION:

If removed from the consent agenda:

“Motion to authorize the job posting for Administrative Services Coordinator position.”

ATTACHMENTS:

- Administrative Services Coordinator job description

City of Lake Elmo

Job Title: Administrative Services Coordinator

Department: Administration

Status: Full-time regular position, Exempt

Benefits: Qualifies for full-time benefits

Reporting Relationship: Reports to City Administrator

Supervisory Duties: None

Position Details: This position performs a wide variety of administrative responsibilities and interacts routinely with the public and other agencies. This position assists primarily in the areas of Human Resources, and General Administration. This position works collaboratively with all departments to maintain strong, productive and cooperative Relationships.

Human Resources:

- Manage recruitment process for all departments. Assemble employment application information, post and publish advertisements, assist in development of selection procedures, assist in evaluating qualifications of candidates, develop interview questions, and participate in interviews as requested.
- Evaluate and administer benefit programs, including health, dental, life, long-term disability, and supplemental insurance plans. Manage employee health coverage enrollment and termination.
- Serves as Administration department representative and manager for employee safety committee; coordinate employee safety training schedule with contracted consultants, as applicable; responsible for preparing and maintaining annual OSHA reports, and Worker's Compensation insurance reports.
- Manage employee recognition program.
- Plan and development internal communications in partnership with Communications Coordinator.
- Provide oversight and technical assistance for the preparation and processing of payroll and benefit forms. Maintain confidential employee personnel files. Research and respond to employee inquiries, employment verifications, and draft routine correspondence.
- Perform and coordinate employee orientation and training.
- Coordinate drug and medical testing.
- Comply with all federal and state reporting standards (Worker's Compensation, COBRA, HIPAA, etc.).
- Communicate policies and procedures as adopted by the City Council to employees in written and verbal format.
- Lead City representative in union negotiations
- Coordinate and research all personnel issues necessary to properly administer municipal employment.
- Assist with pay plan administration, pay equity, and job analysis.
- Participate in the development of operations policies, practices, procedures, and recommendations to the City Administrator and City Council.
- Assist in development and oversight of wellness programs.
- Assist with Data Practices policy development and implementation.

General Administration:

- Assist with managing contract for contractual information technology services, including maintaining accurate user software and hardware lists, attending IT meetings, keeping up to date on potential security risks, planning training to mitigate risks, and evaluate process improvements.
- Coordinate contract management for the City on general contracts (including but not limited to prosecution contract, law enforcement contract, cellular antenna contracts, information technology contract, etc.)
- In conjunction with Finance Director, involved in oversight of the workers compensation insurance programs.
- Assist with the maintenance of the City's records management system.
- Conduct special project research and analysis requested by the City Administrator.
- Serve as liaison with state, county, and local officials to exchange information and coordinate activities associated with this position.

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. This position may be called upon to conduct special research and project oversight for a variety of administrative functions within the municipal organization.

Position Requirements**Knowledge, Skills and Abilities:**

- Knowledge of federal and state statutes, city codes, and other requirements affecting municipal government operations.
- Thorough knowledge in the areas of public sector personnel/human resources administration, principles, practices, and techniques including legal requirements.
- General knowledge of City Clerk and Communication functions.
- Edit or write clear and interesting articles, stories, social media posts, and other education and promotional material.
- Considerable ability to interpret policy decisions and guidelines and to develop practical solutions and programs.
- Considerable ability to resolve conflicts and negotiate solutions.
- Considerable ability to maintain confidential or proprietary information within the bounds of the law.
- Skill in analyzing facts, organizational procedures, and operational considerations.
- Ability to work independently, determine priorities, work collaboratively, and make appropriate decisions.
- Demonstrates a working knowledge of records management and MN data 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 perform successfully with minimal supervision

- Ability to maintain effective and positive working relationships with staff and the public

Education: Bachelor's Degree in public administration, business administration, human resources or related field.

Requirements: Minimum of five years' experience working in local government including prior experience as supervisor.

Specific requirements for this job include:

- Valid MN Driver's License
- Process basic computers skills, including a good knowledge of and experience using:
- E-mail and Microsoft Outlook
- Web Browsing
- Adobe PDF Viewer
- Microsoft Office Products

Desired Qualifications:

- Master's degree in public administration, business administration, human resources or related field.
- Five or more years practical experience in personnel administration, business administration or local government
- Knowledge of records management and MN data practices
- Experience in the fundamentals of human resources
- 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

Physical and Mental Requirements: Positions in this job typically require 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 position is generally light-duty and may require the exertion up to 20 pounds of force on occasion and the ability to lift, carry, push, pull and move objects. The individual may encounter unexpected and prolonged workdays and stress and pressure from dealing with emotional issues and conflicts.

***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: Most work is performed in an office setting

***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 Lake Elmo in a professional manner to the public, outside contacts and constituencies.

***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.*