

CITY OF FALCON HEIGHTS
City Council Workshop
City Hall
2077 West Larpenteur Avenue

AGENDA
January 19, 2022
6:30 P.M.

NOTE: THIS MEETING WILL BE HELD BY WEB CONFERENCE*

- A. CALL TO ORDER:
- B. ROLL CALL: ANDREWS ___ GUSTAFSON ___ LEEHY ___
MEYER ___ WEHYEE ___

STAFF PRESENT: THONGVANH ___
- C. PRESENTATIONS:
- D. POLICY ITEMS:
 - 1. Review City Administrator Hiring and Selection Process
- E. INFORMATION/ ANNOUNCEMENTS:
- F. ADJOURNMENT:

*You can view the meeting by clicking the following Zoom link:
<https://us02web.zoom.us/j/81254927566>

Toll Free Number 1-888-788-0099 or 1-877-853-5247

Webinar ID: 812 5492 7566

DISCLAIMER: City Council Workshops are held monthly as an opportunity for Council Members to discuss policy topics in greater detail prior to a formal meeting where a public hearing may be held and/or action may be taken. Members of the public that would like to make a comment or ask questions about an item on the agenda for an upcoming workshop should send them to mail@falconheights.org prior to the meeting. Alternatively, time is regularly allotted for public comment during Regular City Council Meetings (typically 2nd and 4th Wednesdays) during the Community Forum.

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**CITY OF FALCON HEIGHTS
POSITION DESCRIPTION**

POSITION CLASSIFICATION TITLE: City Administrator

DEPARTMENT: Administration

ACCOUNTABLE TO: City Council

SUPERVISES: All City Employees

JOB SUMMARY

Plan and direct the administration of City functions as delegated by the City Council under the Plan A form of government to ensure efficient municipal services and development in line with Council objectives.

Operates with considerable discretion in administrative functions and in implementing policies of the Council. Responsible for effective recommendations in areas of policies, staffing, budgeting, etc. where Council action is required.

ESSENTIAL JOB FUNCTIONS

1. Assist Department Heads in planning and coordinating their Department activities. Follow-up to ensure effective service to the public and efficient conducting of all municipal affairs.
2. Ensure the development of an effective municipal organization. Includes recommending changes in organization structure as appropriate, working with Department Heads to ensure effective job design and utilization of employees.
3. Ensure effective management and use of City assets and resources.
4. Ensure effective management of financial assets through work with the Finance Director.
5. Provide professional support to the City Council. Attend meetings to report on City affairs and problems, present recommendations concerning policies and objectives, as well as specific actions, participate in discussions as appropriate, and implement Council decisions. Keep the Council fully advised of all significant matters and effectively present all items which require Council action or approval. Provide a high level of communication to the City Council at all times.

6. Ensure proper public relations. Follow-up with all departments to make sure that public services are efficiently provided and that all complaints and public contacts are effectively handled. Identify appropriate service levels to meet customers' needs. Participate in local affairs as appropriate. Consistently provide a high level of customer service.
7. Stay abreast of developments in both the public administration and organizational development fields and cooperate with other governmental units and municipalities on matters of mutual interest and benefit.
8. Administer the affairs of the City effectively and in accordance with Minnesota law.
9. Maintain effective relationships with community and governmental organizations, and other cities. Represent the City of Falcon Heights in a positive manner.
10. Stay abreast of legislative issues; specifically those affecting local government.
11. Enforce and recommend changes to ordinances and resolutions.
12. Complete employee performance evaluations in conformity with City guidelines and timelines.
13. Guide the City Council and staff through the annual budget process, and communicate the City Council's levy decisions.
14. Manage and oversee the City's contractual relationships.
15. Anticipate and address current and future City challenges creatively, and encourage "out of the box" thinking by City employees
16. Advise the Council on consultant hiring, and effectively manage the services consultants provide to the City.
17. Willing and able to work collaboratively with public officials of other jurisdictions and a broad range of community leaders to address challenges and make improvements.

QUALIFICATIONS

Education: Bachelors degree, preferably in business or public administration or equivalent education. Additional training in municipal government functions desirable at the graduate level. Masters degree in Public Administration or equivalent field preferred.

Experience: Must possess at least three years progressive public administration experience holding responsible professional local management positions. Municipal experience preferred.

PROFESSIONAL & PERSONAL TRAITS

- Honest with a high degree of personal integrity.
- Able to work with others to get things done.
- Familiar with the role, responsibility and functions of local government.
- Instrumental in establishing an organization and community vision. Able to communicate the vision throughout the organization.
- Ability to problem-solve and be results-oriented.
- Able to maintain composure during tense situations.
- Subscribe to a team-building approach to solving public management issues.
- Innovative and flexible leader.
- Highly motivated and collaborative.
- Firm, fair and compassionate.
- Ability to work effectively with the City Council.
- Possess the ability to speak before and represent the City to a variety of groups.
- A servant/leader who clearly understands the difference between leading and managing people to accomplish results.
- Maintains respect for the public process.
- Fosters a sense of transparency and openness.
- Willing to share knowledge freely.
- Encourages a strong sense of collaboration.
- Is articulate in verbal and written communication.
- Commitment to building relationships with neighboring jurisdictions and institutional entities such as the University of Minnesota and the Minnesota State Fair.

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City Administrator Interview Questions – Staff Panel

	<p>1. Please tell us about yourself, including your experience and educational background and why you are interested in this position.</p>
	<p>2. We are very proud of our City. Would you tell the panel what you know about Falcon Heights?</p>
	<p>3. We are a small city with a small number of employees. There are times that you will have to answer the phones and questions at the front counter, issue building permits, and other clerical-type tasks. Please tell us the reasons why you are interested in working for a small city and how your management style would be a good fit to our organization?</p>
	<p>4. How many employees do you currently supervise and how do you motivate employees to do their best and consistently improve their performance?</p>
	<p>5. The City of Falcon Heights greatly values our relationships with various cities that we have contractual relationships with. Please explain how you will keep these relationships positive and productive.</p>

	6. What innovative projects have you implemented that improved your city?
	7. How would you describe your relationship with your current city's fire department and how would you manage and motivate a department made up of volunteers?
	8. What will your first steps be in assuming responsibility as City Administrator?
	9. How do you know you are successful at what you do?
	10. What will you bring to the potlucks?!