



## STAFF REPORT

DATE: July 2, 2019

**CONSENT**

ITEM #: 4

**AGENDA ITEM:** Accept Resignation of Jake Foster, and Authorize Advertising for Assistant City Administrator

**SUBMITTED BY:** Kristina Handt, City Administrator

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### **BACKGROUND:**

Jake submitted his resignation on June 24th. His last day with the City will be July 24<sup>th</sup>.

### **ISSUE BEFORE COUNCIL:**

Does Council accept Jake Foster resignation, and authorize advertising for Assistant City Administrator?

### **PROPOSAL:**

Staff recommends accepting Jake Foster's resignation and authorizing the advertising for Assistant City Administrator.

### **FISCAL IMPACT:**

The estimated annual fiscal impact for Assistant City Administrator will be further defined upon recommendation of a candidate. The range, including benefits and taxes, is \$81,416-101,344.

### **RECOMMENDATION:**

If removed from the consent agenda:

***“Move to accept Jake Foster’s resignation, and authorize advertising for Assistant City Administrator.”***

### **ATTACHMENTS:**

Job Posting



The City of Lake Elmo offers competitive pay and benefits in addition to professional development opportunities to all employees. The city's number one value statement is to foster an environment based on trust and ethics. These philosophies and practices help the City in recruiting and retaining exceptional employees.

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Accepting Applications for the Position of:

ASSISTANT CITY ADMINISTRATOR

**SALARY:** \$57,678-\$74,984 Annually - DOQ

**OPENING DATE:** 7/3/2019

**CLOSING DATE:** 7/18/2019

**POSITION TITLE:** Assistant City Administrator

**DEPARTMENT:** Administration

**ACCOUNTABLE TO:** City Administrator

**FLSA STATUS:** Exempt

**PRIMARY OBJECTIVE:** 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, Communications, and General Administration. With the wide variety of work, this position works with all departments to carry out the work of the City.

### **ESSENTIAL FUNCTIONS OF THE POSITION**

#### **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.
  - Prepare and process routine 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.
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- Participates 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.
- Facilitate the city's Human Resources Committee including but not limited to agenda preparation, research, committee minutes, etc.

### **Communications:**

- Assist and serve as an online editor of the City's social media profiles and website.
- Write, edit, proofread, and approve content to be posted on [www.lakeelmo.org](http://www.lakeelmo.org).
- Review, propose, manage, and coordinate with the City Administrator new and improved website enhancements.
- Monitor communication efforts and user trends in the organization.
- Assist all departments in public involvement and education by identifying target areas and means of communication.
- Assist with the City's public information programs, using all of the City's tools.
- Write, edit, proofread, and coordinate publication of the City's newsletters both electronically and in print
- Assist with internal communication initiatives.
- Work with other agencies from time to time on communication programs.
- Manage and schedule cable casting staff
- Responds to data request inquiries
- Establish and maintain effective relationships with other organizations, associations, businesses, and departments.

### **General Administration:**

- Communicate and recommend measures to improve operations and employee performance both within the department and the organization as a whole.
- Coordinate contract management for the City on general contracts (including but not limited to: prosecution contract, law enforcement contract, cellular antenna contracts, etc.)
- Oversee the City's general liability and workers compensation insurance programs.
- Facilitate the city's Environmental Committee including but not limited to agenda preparation, research, committee minutes, etc.
- Assist with the maintenance of the City's records management system.
- 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.

### **Position Requirements**

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***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.
- 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 three years' experience working in local government. 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
- Basic Computer Mapping (Google Maps, Bing)
- Adobe PDF Viewer
- Microsoft Office Products
- Desktop Publishing

***Desired Qualifications:***

- Master's degree in public administration, business administration, human resources or related field.
  - Five 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
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- 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
- Demonstrate 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.

*\*\*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.*

**PLEASE APPLY BY CLOSING DATE: JULY 3, 2019**

**SEND COMPLETED APPLICATION TO:**

CITY OF LAKE ELMO

ATTN: JAKE FOSTER, ASSISTANT CITY ADMINISTRATOR

3880 LAVERNE AVENUE NORTH SUITE 100, LAKE ELMO, MN 55042

OR **JFOSTER@LAKEELMO.ORG**

A CITY EMPLOYMENT APPLICATION CAN BE FOUND AT [WWW.LAKEELMO.ORG](http://WWW.LAKEELMO.ORG)

CITY OF LAKE ELMO IS AN EQUAL OPPORTUNITY EMPLOYER

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