

## **CITY OF GLYNDON JOB DESCRIPTION**

**JOB TITLE:** ADMINISTRATOR  
**REPORTS TO:** City Council  
**FLSA STATUS:** Exempt

### **SUMMARY:**

The primary objective of this management position is to supervise, manage and plan all fiscal, service and business operations of the municipality while supporting the general policies, procedures and objectives of the City Council. The City Administrator is the Chief Administrative Officer, who is required to have knowledge of all city operations and procedures and overlook the everyday activities of the city.

### **MINIMUM QUALIFICATIONS:**

An employee in this position should possess the following qualifications and skills: Personnel management skills, strong communication and writing skills, thorough knowledge of public administration and accounting practices, and the intergovernmental process with computer knowledge and experience. An employee in this position should have a four year college or university degree in Public Administration or related field. A master's degree is preferred. Also, five or more years of experience in municipal government working in a management position is desirable.

### **RESPONSIBILITIES AND DUTIES:**

- Serve as the City Clerk/Treasurer.
- Overlook the total operation of the city through a management perspective.
- Develop and implement administrative policies and guidelines in cooperation with the City Council
- Advise the City Council, Department Supervisors and other employees as to administrative procedures and polices along with State and Federal regulations.
- Maintains records of all City Council proceedings.
- Handles all correspondence on behalf of the City Council and executes any assignments given by them.
- Prepares all resolutions approved by City Council.
- Maintain knowledge of election laws and coordinate elections.
- Familiarity of building codes, assist with issuing permits and serve as the Zoning Administrator.
- As the City's Zoning Administrator, is responsible for enforcement, maintenance and administration of the zoning ordinance including the subdivision regulations.
- Handle/process all requests for conditional use permits, rezoning of property or variances.
- Project needs for funding and investments. Coordinate public improvement and bond issue activities including special assessments.
- Arrange for publication of official and legal notices.
- Interprets and enforces Minnesota statutes pertaining to city government, ordinances, resolutions, policies, rules and recommends changes as needed.
- Is responsible for maintaining/updating all service contracts with the City.

- Supervise all City Staff directly or indirectly through Department Supervisors; acts as final authority on all personnel actions, including disciplinary action, however hiring or dismissal are subject to City Council approval. Coordinates the hiring process for employees.
- Coordinate activities with City Engineer, City Attorney and City Building Inspector.
- Completes County, State and Federal reports as required by law.
- Invest City funds accordingly to obtain the best possible interest rate while maintaining adequate account balances for cash flow.
- Conducts performance evaluations on all employees with the exception of those evaluated by their immediate supervisor.
- Is responsible in making sure personnel files are properly maintained on all employees even though some files may be held by a department's supervisor.
- Monitors operations to ensure compliance with applicable laws, regulations, rules, policies and ordinances.
- Oversees all personnel policies and actions and acts as Personnel Officer for the City.
- Works with Department Supervisors on budget preparation, monitors and ensures that proper financial reports are developed and used.
- Develops operational goals and measures the accomplishment of departments against program goals and timetables, and provides updates on city operations to the City Council.
- Works closely with the City Council including preparing meeting agendas and information packets, attending meetings to report on city affairs and problems, presenting recommendations concerning policies and objectives as well as specific actions.
- Provide direction, with the assistance of the City Engineer, on floodplain management for new construction/development.
- Prepares and analyzes both quotes and bids for products and services; recommends selection of firms or individuals to provide products and services; executes or recommends execution of contracts to City Council.
- Prepare ordinances and other legal documents for City Attorney review and approval.
- Work closely with developers on residential and commercial land development. Prepare development agreements and monitor compliance.
- Work with other unit of government and create effective partnerships.
- Initiate the process and prepare all annexation documents in accordance with state law.
- Oversees financial and accounting matters and monitors pledge collateral monthly.
- Monitors and maintains an understanding of the provisions of state statutes, court decisions affecting local government, department and agency operation procedures, provisions and requirements, county ordinances, federal laws and other administrative rules; determines impact on the city and makes recommendations as needed.
- Responds to concerns, issues, complaints and questions from the public and employees; mediates disputes and resolves issues as appropriate.

Salary Range: \$55,000.00 to \$65,000.00

Approved – 8/10/2016