



CITY ADMINISTRATOR

Job Description

Approved: 8/8/2022
Last Revised: 7/14/2025

I. IDENTIFYING INFORMATION			
JOB TITLE:	City Administrator	WORK/PAY STATUS:	Full-Time, Salary
SUPERVISOR:	Mayor and City Council	FLSA STATUS:	Exempt
DEPARTMENT HEAD:	City Administrator	UNION STATUS:	Non-Union
DEPARTMENT	Administration	PAY GRADE:	TBD
CORE WORK HOURS:	Per City Policy	WORK SCHEDULE:	Discretionary

II. PURPOSE AND STATEMENT	
PURPOSE & NATURE OF WORK:	Direct all City operations to ensure effective and efficient operation of City Departments. Responsible for the annual budget process and policy recommendation. Communicate council decisions to appropriate staff. Enforce the laws, ordinances, and resolutions of the city as authorized by the City Council. Serve as the City's representative with other governmental agencies and private entities. Respond to citizen complaints either directly or through appropriate personnel.

III. ORGANIZATIONAL RELATIONSHIPS	
Reports to:	Mayor and City Council
Works closely with:	Council Liaison, Council committees/commissions/boards, fire department, police department, ambulance department, maintenance department, wastewater staff
Communicates with:	
Internally:	City Council, municipal boards, city staff
Externally:	Citizens, State representatives, Senators, engineers, financial advisors, city attorney, other consultants
Supervises:	Deputy Clerk, Police Chief, Maintenance & Utility Supervisor, Ambulance Director, Fire Chief

IV. DELEGATION OF AUTHORITY	
AUTHORITIES & CURRENT APPOINTMENTS	All statutory duties of the City Clerk and City Treasurer. Attests the Mayors signature on official documents wherever required and maintains responsibility for the City Seal. Conducts city elections in accordance with state and county requirements and applicable laws.

V. ESSENTIAL FUNCTIONS	
<i>The left column lists the position's major areas of accountability and core responsibilities/key priorities. The right column specifies recurring duties. All are essential. The list of recurring duties is not exhaustive. All duties, tasks, and subtasks that can be logically inferred are not specified. Other duties and task may be assigned, by the position's Supervisor, according to City needs.</i>	
CITY FINANCE MANAGER	<ul style="list-style-type: none"> a. Create annual operating, debt service and capital expenditures budget b. Manage cash flow of operating, debt service, capital reserve and enterprise funds, and approve expenditures up to \$2,000 c. Create and manage an investment plan for the city
PROJECT COORDINATOR	<ul style="list-style-type: none"> d. Coordinates and develops short- and long-range plans pertaining to construction projects, and personnel programs

V. ESSENTIAL FUNCTIONS (cont.)	
HUMAN RESOURCE MANAGEMENT	<ul style="list-style-type: none"> e. Coordinates work of retained professionals such as engineers, financial advisors, city attorney and other consultants Creates, implements, and administers personnel policies f. Supervises all city staff directly or indirectly through department heads g. Maintain personnel records h. Evaluate employee performance and budget for salary/wage increases accordingly i. Oversee hiring and disciplinary actions j. Address grievances of employees pursuant to the personnel handbook or union contract k. Final decision-making authority over conducting employee performance reviews, training others on work methods, coaching on performance issues, and assigning and prioritizing work, initial interviews, discipline including suspension l. Exercise recommendation authority over hiring, discharging, and rewarding
FACILITATE PUBLIC MEETINGS	<ul style="list-style-type: none"> m. Prepare agendas for city council and other committees (as needed) n. Prepare recommendations per agenda items o. Assist in facilitating consensus with council p. Perform research as necessary and invite retained professionals/consultants as needed q. Ensure meeting notices are posted, published, and mailed as required by law r. May facilitate other board meetings (Planning and Zoning Commission, Economic Development Authority, etc. During times of employee/member turn over)
LIAISON BETWEEN CITY AND OTHER ORGANIZATIONS	<ul style="list-style-type: none"> o. Stay current on legislative activities and communicate with State representatives and Senators about impact of decisions on New Richland p. Attend meetings with groups such as the League of MN Cities, the MN Valley Council of Governments, and the Coalition of Greater Minnesota Cities. q. Develop rapport with area city administrators, managers, and clerks as well as county commissioners and county staff
PUBLIC RELATIONS ACTIVITIES	<ul style="list-style-type: none"> r. Communicate with citizens in person, over the phone or via written correspondence s. From time to time, represent the city at civic organization meetings
ORDINANCES AND RESOLUTIONS	<ul style="list-style-type: none"> t. Manage codification of local ordinances u. Author new ordinances, submit to city attorney for legal review v. Keep codebook up to date w. Author resolutions and submit to city council for approval
SUPERVISE ANNUAL REPORTING COMPLIANCE	<ul style="list-style-type: none"> x. Supervise annual reporting that is required including, but not limited to: Outstanding Bonded Indebtedness, budget reports required from State, and County, Police and Fire Aid forms
SUPREVISE TECHNICAL UPDATES	<ul style="list-style-type: none"> y. Ensure that city staff has current technology and social media platforms to execute their duties effectively z. Update computer software, hardware as needed as well as server/network and replace copier, printer, fax machine, etc. as needed

VI. OTHER DUTIES & RESPONSIBILITIES
➤ Performs other duties as directed by the City Council or apparent to the incumbent

VII. REQUIRED KNOWLEDGE, SKILLS, and ABILITIES		
Knowledge of; <ul style="list-style-type: none"> ▪ Budget, finance, accounting, payroll, and billing practices and procedures ▪ City ordinances, resolutions and policies ▪ State and County election procedures and operations ▪ Laws, rules, and regulations applicable to City government ▪ Governmental processes, programs and services 	Skill in; <ul style="list-style-type: none"> ▪ Forecasting operating and capital needs and preparing/administering municipal budgets ▪ Managing investments and utilizing available investment tools ▪ Communicating, verbally and in writing, with a wide variety of groups and individuals and skill in using an appropriate degree of tact, persuasion, and facilitations depending on the situation 	Ability to; <ul style="list-style-type: none"> ▪ Engage stakeholders, prepare, present, administer, and manage budgets ▪ Communicate effectively and establish effective working relationships with elected officials, staff, other public officials, and the public including making formal presentations

VII. REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

<ul style="list-style-type: none"> Leadership and management principles and practices as they apply to the public sector Management including personnel management and organizational development Planning and zoning principles and practices as they apply to the public sector Economic development principles, practices, tools, financing programs and options and marketing 	<ul style="list-style-type: none"> Supervising subordinate personnel and fostering a team approach Leadership, planning, and organizing and ability to establish goals and objectives that meet the organization's vision and mission Analyze complex data, exercise independent judgement, and prepare/present reports for decision making purposes Ability to communicate and execute Council policies and directives Establish and maintain effective work relationships with a wide variety of groups and individuals Be flexible and adapt to changing situations/priorities 	<ul style="list-style-type: none"> Research and analyze problems and issues, utilize appropriate resources, develop, and evaluate options and prepare recommendations and/or make appropriate decisions Anticipate opportunities facing the city and design strategies to address Supervise staff, delegate work and plan and direct operations Prioritize City needs, to coordinate City departmental operations and services, and to allocate resources effectively Ability to interpret policy decisions and guidelines and develop practical solutions and programs Ability to resolve or mediate conflicts and negotiate solutions
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VIII. MACHINES, TOOLS & EQUIPMENT

Machines, tools, and equipment regularly used: Personal computer and peripherals, various software applications (Accounting, word processing, spreadsheets, etc.), telephone/cell phone, copy and fax machines, and other typical office equipment.

IX. MINIMUM HIRING REQUIREMENTS

Includes pre-requisite training, experience, licenses/certifications, KSAs, and other credentials for applicant to be qualified for further consideration in hiring process. An equivalent combination of education and experience may be considered during the hiring process and in a promotional context.

For Use In Hiring and Promotions	1. Bachelor's Degree in Urban Studies, Public Administration, Business Administration, or related field and two years of experience. Or the equivalent in experience in local government administration
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X. PREFERRED QUALIFICATIONS (not all-inclusive)

Additional preferred qualifications and job-related characteristics-referenced elsewhere in this job description and other job documentation – might be used in the evaluation of applicants, candidates, and/or finalists during an open, competitive hiring process and in a promotional context.

For Use In Hiring and Promotions	1. Master's Degree in Urban Studies, Public Administration, Business Administration or related field and two to five years' experience in local government administration
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XI. WORKING CONDITIONS (summary only)

Includes characteristics related to both the job itself and the work environment as the work is currently performed by the incumbent employee. Changes or adjustments to the job and work environment, not including the position's essential functions, may be permitted to comply with federal and state disability laws.

	<p>Works is performed in typical office environment with travel within/without the city to observe projects and attend meetings. Operates either personal or City vehicle for regular transportation needs. Sits for extended periods of time. Noise in workplace is usually quiet but may be exposed to louder noises at work sites. Uses near vision, ability to focus, sense of touch, and hearing. Uses fine and large motor movements at times.</p> <p>The incumbent <u>is</u> subject to all the working conditions of the Assistant City Clerk job class.</p>
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Data Practices Notice for City Employees with Restricted Access/Use Privileges

You will have access to privileged data (either private or confidential data on individuals or nonpublic or protected nonpublic data not on individuals) during the course of your employment with the City. You are expected to access and use – with proper safeguards & security measures- only the data necessary to complete specific work duties or work assignments and to do so in full compliance with City policies & procedures and state statutes. You should also take responsible actions to ensure the data are not viewed or accessed by individuals without a legitimate work reason. Once the work reason to access the data is reasonably finished, you must properly store the privileged data according to the provisions of Minnesota State Statutes, Chapter 13. (Note: Refer any questions to the City Administrator)