

# Administration

Nisswa, Minnesota

Council Approved 10/28/2025

# City Administrator/City Clerk

Dept/Div: Administration

FLSA Status: Exempt

## General Definition of Work

Performs complex professional and administrative work directing the programs and operations of the City government; does related work as required. Work is performed under the general direction of the City Council. Supervision is exercised over assigned department heads and administrative staff.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

## Essential Functions

Planning, directing and coordinating the overall operation of the City government; serving as chief administrative and operating officer; ensuring proper operations, staffing, advising and assisting the City Council on operations and governance.

*(The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

- Directs the day-to-day operations of the City, including the supervision of appointed department heads and administrative personnel; assists departments with resolution of issues.
- Serves as the City's primary resource person for customer service and general requests for information; and assists with various city activities within all city departments.
- Serves at a key liaison between Mayor, City Council, and staff; proactively connects with the Mayor and all Council members prior to meetings to clarify issues, answer questions, and ensure understanding of all agenda items.
- Assists department heads on department specific and special projects as needed or required, while maintaining high-level communication with the council to ensure alignment with strategic priorities, as needed or required.
- Attends meetings of the City Council; prepares materials and reports for Council.
- Following all Council meetings, debriefs with staff and department heads to ensure clarity of Council direction, develop actionable plans, and coordinate follow-up as needed.
- Prepares and distributes agendas and minutes of the City Council.
- Develops operational plans and evaluation guidelines for City departments.
- Supports Treasurer as needed or required in coordination with the budget process and capital improvement planning.
- Certifies annual levy and associated required reporting.
- Recommends policies to the City Council, in consultation with department heads.
- Establishes and implements the City's personnel policies; represents the City in labor negotiations.
- Handles all city insurance policies (property, mobile, dram, and health/stltd, etc).
- Supports Treasurer with financial consultants, bond counsel, TIF funds, and auditors, as needed or required.
- Supports the City Council on reestablishing a comprehensive plan every two years per council turnover.
- Supports the City Council as needed with economic development authority, and assists with committee meetings.
- Represents the City at meetings, conferences, seminars, and with the news media.
- Prepares a weekly report on city news, work, progress, applicable state legislative actions, citizen feedback, etc. to City Council.
- Functions as custodian for all city records (ordinances, resolutions, policies, etc.); responds to data requests in accordance the MN statues.
- Maintains records for the city cemetery
- Administers elections.
- Issues liquor licenses.
- Human Resource functions to be determined.
- Performs other duties as required.

**Knowledge, Skills and Abilities**

Comprehensive knowledge of the principles and practices of public administration; comprehensive knowledge of local government finance practices; thorough knowledge of the laws, ordinances and regulations underlying municipal government; ability to write clear and concise reports, memoranda, directives and letters; ability to analyze complex problems and develop comprehensive plans from general instructions; ability to meet the public and to discuss problems and complaints; ability to plan and direct the work of a large workforce; ability to establish and maintain effective working relationships with department heads, elected officials and the general public.

**Education and Experience**

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in public administration or related field, supplemented by extensive increasingly responsible experience in an administrative capacity in local government.

**Physical Requirements**

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires crouching, reaching, standing, walking, fingering, grasping and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, preparing and analyzing written or computer data, use of measuring devices, operating motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

**Special Requirements**

Possession of an appropriate driver's license valid in the state of Minnesota.