

# CITY OF ROCKVILLE

## POSITION DESCRIPTION

**POSITION:** City Administrator/Clerk

**COUNCIL APPROVED:** 10/26/22

**REPORTS TO:** City Council

**STATUS:** Full Time/Salary Exempt

**JOB POINTS:** 436

### PURPOSE AND SCOPE

Provides overall direction and coordination for City planning, and administration and operation of all City offices, to ensure quality municipal services are provided to the citizens of Rockville, consistent with the goals, objectives and policies approved by the City Council. Provides a channel for communication between the City Council, City departments and all other City-related boards, commissions and contractors to ensure effective planning and results. The City Administrator/Clerk is accountable for all matters related to the operation of the City. The Mayor and City Council notwithstanding, this position has supervisory responsibility over all employees, including full-time, part-time, seasonal, temporary and volunteer employees; contract employees or other contractors; and consultants.

### ESSENTIAL DUTIES

The listed examples may not include all duties performed by the person in this position.

#### 1. Administrative staff for City Council

- 1.1 Supports the City Council in making informed decisions by conducting necessary research and providing agenda and support materials. Implements or oversees implementation of City Council decisions.
- 1.2 Ensures that meeting notices, agenda, supporting materials and financial information is prepared and available
- 1.3 Attends and participates in regular and special meetings; records, distributes and maintains official record of City Council proceedings.
- 1.4 Researches and supervises research into subjects of municipal concern such as housing, populations, zoning problems and any issue relevant to the City's operations. Ensures the City Council has sufficient background to make informed decisions. Keeps the City Council advised about future City needs, and provides recommendations and supporting data as needed for City planning and as requested by the City Council.
- 1.5 Recommends new or modified policies regarding the City's physical properties, financial administration or personnel management, for review, adoption or study by the City Council.
- 1.6 Prepares correspondence, reports, ordinances, etc. on behalf of the City Council.
- 1.7 Attests the Mayor's signature on official documents where required and maintains responsibility for the City Seal.
- 1.8 Carries out other assignments as designated by the City Council.
- 1.9 Maintains current city ordinance book with amendments.
- 1.10 Maintains necessary liability insurance on city-owned buildings/property.

#### 2. City Personnel Management

- 2.1 Provides supervision of City personnel directly (department heads, Administration Office staff, and subcontractors) or indirectly through department heads, to ensure quality of City services and satisfaction of City employees.
- 2.2 Supervises all City staff, directly or indirectly through department supervisors: acts with authority for hiring, performance evaluation, severe disciplinary action, and dismissal of department heads and contractors, subject to approval of the City Council.
- 2.3 Maintains open communication between all departments, meeting regularly with department heads and ensuring City Council receives written updates on department activities.
- 2.4 Develops, submits for City Council approval, and maintains current personnel policies, ensuring that they meet legal requirements.
- 2.5 Monitors labor/employee relations issues.

- 2.6 Ensures personnel records are accurate and up-to-date.
- 2.7 Develops long and short-range goals for City departments with department head participation, proposes implementation to the City Council and oversees their implementation.
- 2.8 Coordinates and directs City department activities as the City Council requires.
- 2.9 Responsible for administration office operations as well as supervision, training and performance evaluation of office staff.
- 2.11 Administers the City's drug and alcohol testing program, serving as the *Employer's Designated Representative*.
- 2.12 Develops and maintains current city personnel policies.
- 2.13 Processes First Report of Injury forms and maintains the City's OSHA 200 Logs.
- 2.14 Manages Workers' Compensation insurance, reporting of injury, and claims process.
- 2.15 Processes claims against the City's insurance carriers; including workers compensation, liability and property insurance.
- 2.16 Supervises personnel and benefit programs; works to resolve all employee benefit and payroll issues.

### **3. Financial Management**

- 3.1 Monitors/prepares the City budget and reports its financial status, capital improvement plan and capital equipment plan.
- 3.2 Oversees the proposed annual fiscal budgets with the assistance of the Finance Director. Assists the City Council in developing the annual City budget by reviewing the previous year's budget, recommending adjustments, discussing financial issues with the City Council and drafting the final budget.
- 3.3 Performs all City accounting operations and recording. Directs all general, special and reserves accounting to ensure accuracy and up-to-date status of records and transactions.
- 3.4 Researches and supervises preparation of the annual Capital Improvement Plan, Capital Equipment Plan.
- 3.5 Audits all claims against the City, and takes appropriate action.
- 3.6 Confers with the City Auditor on all matters affecting the integrity of the City's financial structure, systems and ratings.
- 3.7 Performs all tasks related to the administration of grant money; preparing and submitting reports, processing reimbursement requests and the like.
- 3.8 Responsible for coordinating staff's effort to assist city auditors with annual audit.
- 3.9 Principally responsible for the finances of the Rockville Fire Department service district and annual Fire Contract calculation.

### **4. Public Service and Information**

- 4.1 Ensures the City Administration Office and other departments provide customer service effectively and efficiently to citizens of Rockville and other constituents.
- 4.2 Provides information and assistance to the public on request; answers City telephones.
- 4.3 Maintains the public trust by ensuring all staff keep information confidential as appropriate.
- 4.4 Serves as the City's public information representative: confers with the media and provides appropriate information, and speaks to requesting organizations.
- 4.5 Oversees the City's website is adequately maintained and presents a positive image of the City.
- 4.6 Coordinates primary, general and special elections in accordance with State and County requirements and applicable laws.

## **5. Liaison and Coordination**

- 5.1 Acts as liaison and coordinates activities involving City departments, boards and commissions, and government units and agencies.
- 5.2 Coordinates the execution of all public improvements, maintenance and construction activities approved by the City Council with the Superintendent of Streets, Superintendent of Water and Sewer, Superintendent of Parks City Engineer, Attorney, Financial Consultant and contractors.
- 5.3 Confers with all department heads to assist in implementation of City Council plans, procedures and regulations relating to the security of Rockville's citizens.

## **6. Legal Duties**

- 6.1 As Zoning Administrator - supervises issuance of zoning and building permits, organization of public hearings, and documentation of Planning Commission actions; and activates requests for variances, rezoning and special use permits.
- 6.2 Review plans for new plats and site plans to ensure they comply with City ordinances and policies.
- 6.3 Primarily responsible for maintaining the city address system; making and recording changes as necessary and developing addresses for new developments.
- 6.4 As public improvements administrator-establishes assessment rolls, organizes public hearing and , when approved, applies assessments to the tax rolls.
- 6.5 Represents the City in court cases (i.e. small claims and litigation claims).
- 6.6 Prepares required reports and files them with appropriate state, federal and county offices.
- 6.7 Performs duties and assumes responsibilities assigned to the City Clerk and Treasurer in Minnesota State Statutes and other applicable laws, rules, ordinances and policies.
- 6.8 Signs liquor license renewal and applications; Signs cigarette license

## **7. Purchasing**

- 7.1 Reviews all contracts between the City and vendors, agents, developers and others with the City attorney; keeping the City Council informed of issues and developments.
- 7.2 Delegates and monitors bidding process, department purchase orders and purchasing and inventory control system.

## **8. Planning and Economic Development**

- 8.1 Researches and coordinates economic development activities.
- 8.2 Responsible for coordinating economic development activities in the City of Rockville; evaluates potential projects, programs and services to determine feasibility and community impact; researches potential funding sources, and makes recommendations to the Council.
- 8.3 Researches, proposes and coordinates implementation of long-range land use planning, including plans for orderly annexation, ensuring consistency with City development goals and comprehensive plan.

## **KNOWLEDGE, SKILLS AND ABILITIES**

1. Excellent organizational skills with the ability to handle multiple projects with changing priorities.
2. Excellent verbal and written communication skills; i.e people skills
3. Strong PC skills (e.g. Word, Excel) and a thorough knowledge of office procedures.
4. Excellent knowledge of City programs, policies and operations.
5. Considerable ability to establish effective working relationships with City staff, elected officials, and the general public.
6. Considerable ability to research and analyze data, determine alternatives, and make recommendations.
7. Considerable ability to read reports, correspondence, computer screens and other documents.
8. Working knowledge of accounting and financial management, personnel law, and show a thorough understanding of the legal and technical aspects of city government

## **ADDITIONAL REQUIREMENTS**

1. Proven ability to maintain confidentiality.
2. Professional appearance (including apparel, grooming, and the like).
3. Strong organizational skills.

**MINIMUM REQUIREMENTS**

1. A bachelor's degree in public administration, political science, community development, business, finance or related field and three years of responsible public sector administrative and supervisory experience; or,
2. A bachelor's degree in one of the above areas and five years of public sector professional experience which must have included supervisory experience; and,
3. A valid Minnesota Class "D" Drivers License; and,
4. Previous administrative experience.

**DESIRABLE QUALIFICATIONS**

Previous experience in an administrative leadership position.

NOTE TO EMPLOYEE: The undersigned Employee acknowledges that they have read and understand this *Position Description*, which includes the *Physical and Environmental Factors List* for the position. Furthermore, that a copy of this *Position Description* will be provided to the Employee and the signed original will be placed in their personnel file. Finally, that this *Position Description* shall define their position indefinitely unless later amended and duly adopted, at which time this same procedure shall be followed.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Administrator/Clerk

\_\_\_\_\_  
Date