

## **JOB DESCRIPTION**

Position: City Administrator  
Reports to: City Council and the PUC  
Supervises: Office staff, Police Chief, Public Works Superintendent, Electric Superintendent, Park Dept, and Street Superintendent, Fire Chief, Ambulance equipment and Liaison with Madelia Ambulance Staff  
FLSA Status: Exempt Full-time  
Salary Range (2027): \$87,713.60 to \$128,044.80

As per the League of Minnesota, statutes do not specifically provide for a City Administrator or define the powers of the position. Generally council delegates day-to-day responsibilities of the city administration. The Lake Crystal City Charter section 3.2 does appoint the role of a city administrator.

### **DESCRIPTION OF WORK:**

General Statement of duties:

Plans and directs the administration of the City's human, financial and facilities resources to ensure efficient function of municipal services. Is responsible for coordinating activities with department heads, the City Attorney, the City Auditors, and the City Engineer. Oversees day to day operations of the City office. Directs the administration of the city as provided by council and PUC action, as well as state and federal statutes. Provides research and background data, makes recommendations in areas of policies, staffing and expenditures that will further the goals of the city council and generally improve the quality of the city, for City Council or Utilities Commission action. Coordinates all economic development activities according to the policies of the City Council. Prepares a recommended annual budget for Council and PUC. Prepares the annual financial statements and performs other duties as required by statute. Completes all required reporting for state and federal government, and various agencies as required. Writes, administers and provides follow-up reporting on grants. Communicates regularly with the public and city vendors. In cooperation with the contracted zoning official, helps with interpreting the city code and reviewing zoning requests.

### **JOB DUTIES:**

1. Develops, maintains, and administers personnel policies, procedures, and practices throughout all departments. Plans, develops and evaluates labor / employee relations strategy, conducts employee and union negotiations, processes employee grievances, and other employee related matters for the City and Utilities. Prepares policies and manual updates for council and PUC approval. Make recommendations to council regarding employment and removal of staff.
2. Monitors activities in all departments to ensure compliance with safety standards, policies, procedures, charters, ordinances and regulations, and recommends

- corrective action where appropriate. Supervises and monitors recruitment, staffing, or replacement activities.
3. Supervises and provides day to day oversight with department heads on the operation and maintenance of their departments and facilities. Supervises and provides oversight of administrative and park staff. Manages facilities, property, and equipment owned by the City and Utilities. Ensures proper records retention.
  4. Confers with the City Council, Commissions, citizens, city vendors, and City staff to determine operational goals and objectives for the City. Coordinates activities for the City Council and Utilities Commission and keeps them informed of situations which may affect City and Utility operations. Prepares the packets, attends meetings and informs council and PUC on city finances.
  5. Develops and provides guidelines for budget preparations and recommends budgets for approval by the City Council and Utilities Commission. Prepares the annual general fund and enterprise budgets and budget presentation for the City Council and PUC. Certifies tax levies to the county auditor and the state.
  6. Acts as the liaison between the City Council, the community, the commissions, outside entities and agencies, and City staff. Ensures that personnel philosophy is transmitted to all employees and make them aware of any changes to the personnel manual or laws affecting employment and benefits. Conducts staff meetings as needed for information transfer and staff input.
  7. Researches, plans, and coordinates the development and funding of Capital Improvement Programs. Establishes long range financial goals and objectives. Identifies impacts to budgets and reserves.
  8. Researches and writes grants that will provide goods or services beneficial to the community, provides all documentation and follow-up reporting.
  9. Keeps up-to-date on all federal, state, and county programs/decisions that affect the city. Prepares and files county, state, and federal required reporting related to these funds, including but not limited to: pay equity, planning and zoning, DNR permitting, state and federal funds received, tree city, US Census Bureau, weed inspections, DEED, Records land sales and purchases with the county recorder, etc. After adoption of resolutions vacating a street, alley or public ground, or public right of way, must record with the county.
  10. In cooperation with the contracted zoning official, helps with interpreting the city code and reviewing zoning requests. Prepares all documents and notifications for any actions requiring public hearing. Makes site visits as needed. Contacts the police department about nuisance violations.
  11. Reviews financial documents such as investments and bank reconciliations. Checks payroll and all accounts payable before it is finalized.
  12. Supervises the administration of elections in accordance with the laws.
  13. Performs or delegates clerk duties as prescribed by state statute.
  14. Performs other duties as assigned by the City Council and Utilities Commission, or adopted ordinance or resolution.
  15. Working with the city attorney and city engineers. Review drafts, ordinances and contracts before presenting to council for final approval.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Knowledge of laws, rules, and regulations applicable to City government.

2. Knowledge of government budgeting and accounting.
3. Ability to prepare, present, and administer budget proposals.
4. Knowledge of human resources and labor laws.
5. Ability to supervise and direct operations.
6. Ability to research and analyze City operations, develop alternatives, and determine the costs, advantages, and disadvantages of various alternatives.
7. Ability to operate a computer and effectively utilize software applications including but not limited to word processing, data base, and spread sheet, as well as current office management operating systems and programs.
8. Ability to establish effective working relationships with elected officials, commission members, employees, and the general public.
9. Ability to handle difficult public contacts effectively.
10. Ability to communicate effectively in both oral and written communications.
11. Must possess critical thinking skills.

## **PHYSICAL DEMANDS/WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires the employee to work alone, with others, around others and be in contact with the public. This position works in an office setting. Activities that will **occur continuously, more than 7 hours**, are: sitting, verbal communication, interpersonal communication, concentration, working with interruptions. Activities that **occur frequently, 4 to 7 hours**, are: using fingers and hands for repetitive, non-repetitive, or consistent actions; seeing with near vision, problem solving and organizational skills. Activities that **occur occasionally, 1 to hours**, are: analytical ability, written communication and creativity. The employee must occasionally lift and/or move up to 25 ~~pounds~~ pounds. The noise level in the work environment is moderate.

## **MINIMUM QUALIFICATIONS**

B.A. Degree in Public or Business Administration or related field. 3-years' experience in human resources, managing personnel and/or finance and budgeting. Previous experience working in government. Good analytical and communication skills. An equivalent combination of education and experience.

**Desired Qualifications:** M.A. Degree in Public Administration or related field. Previous experience in City administration is desirable. 5 or more years' experience in human resources, managing personnel, and/or finance and budgeting. Previous experience in City government. An equivalent combination of education and experience. Comprehensive knowledge of all phases of City administration and related management practices.

F: human resources/job descriptions/2025 Job Descriptions Updated 6/16/26