

# **CITY OF DASSEL** **JOB DESCRIPTION**

**POSITION:** City Administrator

**DEPARTMENT:** City Administration

**JOB STATUS:** Full Time Exempt

## **GENERAL STATEMENT OF DUTIES:**

Manages major city functional areas including: City Council; budget; finance; human resources; administration; planning and zoning; legal; ordinances and economic development; and oversees the day-to-day administrative operations of city business.

Manages and performs administrative and financial duties related to the management of city government. Work involves planning, organizing, directing, and coordinating a variety of municipal activities as provided for and authorized by the City Council. Work includes responsibility for explaining and executing ordinances and other directives of the City Council. Work also involves serving as Zoning Administrator and EDA Director. Work is performed with moderate latitude for independent action and decision making under the broad policy guidance of the City Council and is received through meetings, reports, and observation of results obtained.

## **ACCOUNTABILITY:**

**Reports To:** Dassel City Council

**Supervises:** City Clerk-Treasurer  
Public Works Director  
Liquor Store Manager  
Fire Chief  
Museum Director

**Advises:** Mayor and City Council  
All Committees and Commissions  
Other City Departments

## **RESPONSIBILITIES AND DUTIES:**

### **City Council:**

- Attends required meetings.
- Oversees and ensures the preparation and maintenance of all documents related to the City Council, including notice publication, minutes, agendas, publishing, distribution, maintenance documents and other documents for City Council functions.
- Oversees video/audio recording of City Council meetings.
- Works with the City Council to establish short- and long-term goals.

- Acts as City representative to Local, Meeker County, and Minnesota State Government levels.

**Financial:**

- Oversees the preparation and administration of the annual budget and levy.
- Oversees documents related to Truth-in-Taxation hearing.
- Oversees bond issues working with financial consultant.
- Oversees all daily/monthly/yearly accounting operations and procedures.
- Oversees the annual audit and works with the auditing firm.
- Manages City financial investments.
- Develops Request for Proposals (RFPs) for Consultant/Contractor selections.
- Develops and administers grant applications.
- Manages Tax Increment Financing Programs.

**Human Resources and Administration:**

- Personnel Committee member.
- Responsible for the updating of the City policies for City Council approval, after committee review.
- Conducts annual performance review evaluations for administrative staff.
- Oversees the comparable worth report for the State of Minnesota.
- Oversees insurance policies; liability, work comp, employee medical, dental, long- and short-term disability.
- Annually reviews City insurance policies with agents.
- Oversees City website development, calendar and information management and timely maintenance.
- Manages and serves as the responsible party for the City Data Practice Policy.
- Supports or participates in other Commission functions as needed.
- Assists with day-to-day City functions as required.
- Manage and administer the cross-training requirements of the City Clerk-Treasurer and Administrative Assistant.
- Cross train on the job duties and responsibilities of the City Administration staff.

**City Ordinances / Legal / Elections:**

- Responsible for enforcement, review and maintenance of the City Code and preparation of new ordinances.
- Work with City Attorney on all legal matters.
- Oversees and manages all election activities.
- Serves as an Election Judge if needed.

**Planning and Zoning Commission:**

- Attends required meetings.
- Oversees and ensures the preparation and maintenance of all documents related to the Planning and Zoning Commission, including notice publication, minutes, agendas, publishing, distribution, maintenance documents and other documents for Commission functions.
- Interprets the Zoning Ordinance with regard to development, residents and etcetera.
- Works with the City Planner to review and update the Zoning Ordinance and Comprehensive Plan.
- Works with key staff and consultants for project management, long range planning, development and execution of Capital Improvement Plan and Comprehensive Plan.

**Economic Development Authority:**

- Attends required meetings.
- Oversees and ensures the preparation and maintenance of all documents related to the Economic Development Authority (EDA), including notice publication, minutes, agendas, publishing, distribution, maintenance documents and other documents for committee functions.
- Oversees budget of the EDA.
- Lead contact for development projects.
- Works with the Economic Development Consultant on City activities.

**Emergency Management:**

- Member of the Emergency Management Team
- Public health and healthy community activities as required.

*Performs other job-related duties as directed by the City Council.*

**QUALIFICATIONS**

**Minimum Qualifications:**

- A Municipal Clerk’s Certificate and three years’ experience in a full time City government administration or operations position.
- Strong working knowledge of city management, municipal laws, regulations, ordinances and established procedures, financial and administrative services operations; including all phases of the budgeting process.
- Working knowledge of computers and electronic data processing, and office practices and procedures.
- Possess a valid Minnesota Driver’s License.

**Preferred Qualifications:**

- Bachelor’s degree in business administration or related field and two years’ experience in a full time City government administration or operations position.
- The ability to establish and maintain effective working relationships with employees and the public.
- Ability to meet the bonding or notary commission requirements of the city, if any.

### **Knowledge, Skills and Abilities:**

- Ability to communicate effectively, both in oral and written formats.
- Effective problem solving and analytical skills.
- Demonstrated ability to establish and maintain positive and effective relationships with other employees, the public and other governmental agencies.
- Available to work additional hours as needed to complete the required work.
- Knowledge of accounting, payroll and billing practices and procedures.
- Knowledge of City ordinances, resolutions, and policies.
- Knowledge of laws, rules, and regulations affecting City operations.
- Knowledge of Minnesota State and Meeker County election procedures and operations.
- Considerable knowledge of modern office practices, procedures, and equipment, including knowledge of computer operation and software packages.

### **Physical requirements:**

- Speak, read, write and understand English.
- Hearing normal or corrected to normal.
- Eyesight 30/40 or corrected to 30/40.
- Sit or stand for extended periods of time.
- Use of hands and fingers, reach with hands and arms.
- Frequently bend, stoop, squat, crouch, kneel and/or balance.
- Occasionally reach above shoulder level.
- Must have the ability to operate a personal computer with Microsoft Office, calculator, fax, copier, telephone.
- Must be capable of lifting a minimum of 40 pounds.

### **Work environment:**

- This is a salaried position which is required to be available during all regular business hours as well as some evenings for regular and special City Council meetings.
- May be required to work additional hours as necessary in an emergency.
- Works in well-lighted, well-ventilated building.
- May be exposed daily to normal office fumes, normal office dust, normal office chemicals (i.e. toner cartridges) and normal office noise.

### **NON-DISCRIMINATION POLICY:**

The City of Dassel is an equal employment opportunity employer and will not discriminate against any applicant or employee on the basis of any protected status under federal, state, or local law, including race, color, religion, creed, age, sex, national origin, ancestry, marital status, familial status, pregnancy, disability, sexual orientation, genetic information, complaining in good faith to the employer or to a public authority, status with regard to public assistance, membership or non-membership in a labor organization, military, National Guard or reserve service, or any other characteristic or activity protected under federal, state or local law.

*(The examples given above are intended only as illustrations of various types of work performed and are not necessarily all-inclusive. This position description is subject to change as the needs of the City and requirements of the position change. The City of Dassel reserves the right to change and/or eliminate any and all job duties as necessary.)*

I accept the job duties and responsibilities of the City Administrator.

**Employee Signature:** \_\_\_\_\_ **Date:**