

City Administrator Position

Summary of Essential Functions, Supervisory Responsibilities, Qualification Requirements and Education/Experience, Language, Mathematical, Reasoning Ability, and Other Knowledge, Skills and Ability of the position as interpreted by the Personnel Committee.

**CITY OF LITTLEFORK
901 Main Street
Littlefork, MN 56653
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**POSITION: City Administrator
DEPARTMENT: Administration
REPORTS TO: City Council**

SUMMARY

Responsible for planning, organizing, directing and coordinating all municipal activities, including activities of the Utilities; serves as the chief administrative officer of the City and is responsible for the proper administration of all affairs of the City and Utilities.

ESSENTIAL FUNCTIONS OF THE POSITION

Plans, organizes and defines the organization of City Administration to ensure a coordinated and efficient effort to meet the goals and objectives established by the Council.

Plans, develops and implements administrative policies, rules, regulations, and procedures.

Coordinates the administration of all Departments.

Directs all personnel matters as provided by the Personnel Policies of the City.

Develops and issues administrative rules, policies, and procedures necessary to ensure proper functioning of all Departments.

Prepares and submits an annual budget to the Council; obtains input from Department Heads; and keeps Council informed of the financial condition of the City and recommends action as appropriate.

Reviews and/or performs rate studies; makes recommendations to Council on rate changes for Water and Sewer Departments.

Manages and invests City and Utilities funds in accordance with Council and utilities guidelines and sound financial practices.

Attends and participates in all Council meetings and other meetings with official bodies as directed by the Council; ensures that all laws and ordinances are enforced; prepares agendas, records meeting minutes; prepares resolutions and ordinances for the Council and carries out Council directives.

Serves as a member of Littlefork Economic Development Association.

Attends other Board meetings as necessary.

Oversees administrative portion of all improvement projects; reviews plans and specifications, advertisement for bid notices, contracts, pay requests, change orders, etc. returns bid bonds, prepares assessment hearing notices, correspondence, assessment rolls, certifications, resolutions, etc.

Administers local elections in accordance with State and County requirements; oversees the scheduling and training of election judges; and maintaining of election records.

Serves as "Zoning Officer" to administer and enforce the provisions of the Zoning Ordinance and Land Subdivision Regulations; attends Planning and Zoning Commission meetings; reviews and recommends approval of zoning permits, variance requests, conditional use permits, and other matters related to planning and zoning; oversees agenda and minute preparation.

Prepares or oversees preparation of grant and/or loan applications; administers grant and/or loan money that is received, and prepared related reports.

Coordinates and oversees the work of consultants hired by the Council.

Represents the City with other governmental agencies and officials.

Oversees and manages financial and accounting matters for City.

Oversees preparation of information for bond ratings, bond issues, bond offering statements, and continuing disclosure statements.

Oversees preparation of information for annual audit and reviews reports.

Monitors operations to ensure compliance with applicable laws, regulations, rules, policies and ordinances.

Develops long and short-range goals and oversees their implementation.

Evaluates potential projects, programs and services to determine feasibility and community impact and makes recommendations to the Council.

Prepares and arranges for publication of official and legal notices.

Prepares necessary easements; coordinates easement releases and Street vacation issues.

Maintains all municipal records and documents as required by law; prepares certified copies as requested.

Performs other duties as apparent or assigned.

SUPERVISORY RESPONSIBILITIES

Responsible for the overall direction, coordination, and evaluation of the City and Utilities.

Carries out supervisory responsibilities in accordance with the City's policies and applicable laws. Responsibilities include interviewing; training; planning, assigning, and directing work; evaluating performance; disciplining; suspending; transferring; adjusting grievances; addressing complaints and resolving problems of employees. Responsibilities also include the ability to effectively recommend: hiring; promoting; demoting; and discharging employees.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty 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.

EDUCATION AND/OR EXPERIENCE

Bachelor's degree (B. A.) in Public Administration or related field or three to five years related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read, analyze, and interpret plans and specifications, contracts, ordinances, technical journals, financial reports, and legal documents. Ability to prepare contracts, ordinances, resolutions, policies, reports and correspondence. Ability to present reports and make recommendations to Council, Utilities Commission and other Boards and Commissions. Ability to communicate effectively both orally and in writing with elected and appointed officials, staff, other public officials, volunteer departments, and the general public.

MATHEMATICAL SKILLS

Ability to make arithmetic computations using whole numbers, fractions and decimals. Ability to compute rates, ratios and percentages. Ability to understand governmental accounting standards and accounting standards for enterprise funds. Ability to oversee budget preparation and administer the budget. Ability to analyze and make recommendation on utility rates for Water and Sewer Departments.

REASONING ABILITY

Ability to apply principles of logical thinking to a wide range of intellectual and practical problems. Ability to deal with a variety of abstract and concrete variables.

OTHER KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of laws, regulations, ordinances, etc., applicable to City government.

Considerable knowledge of budgeting, accounting, and government financing. Considerable knowledge of government processes, services, and planning.

Considerable knowledge of management principles and practices as they apply to public sector management including personnel management and organization development.

Considerable ability to plan and analyze City operations; develop alternatives and determine the costs, advantages and disadvantages of various alternatives.

Considerable ability to research and prepare accurate and thorough reports. Strong communication skills.

Strong organizational skills.

Knowledge of computers and software programs, including Word, Excel, and experience with or ability to learn Asyst government fund accounting software.

General knowledge of internet use, e-mail and central faxing.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to stand, walk, and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

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.