



City of Cloquet Job Description

POSITION: Assistant City Administrator - Human Resources Director
DEPARTMENT: Administration
REPORTS TO: City Administrator

SUMMARY

Under the direction of the City Administrator, this full-time, exempt position is responsible for assisting in the planning, management, and administration related to the operations of the City government. The position will cover a wide variety of duties including the primary responsibility of serving as the City's Human Resources Director.

ESSENTIAL FUNCTIONS OF THE JOB

Serves as the City's Human Resource Director managing all aspects including: new hiring processes, maintenance of job descriptions, employee orientations, maintaining personnel files, administering employee benefit programs, monitoring and training related to the City personnel policies, labor negotiations, labor contract implementation, safety & wellness programs, and other related human resource issues.

In the absence of the City Administrator, oversees and directs the operation of all Departments, Divisions, and Offices of the City, including the supervision of all Department Heads and administrative staff, municipal functions, and services.

Provides administrative support for the City Administrator including: researching policy alternatives, special project support, external and internal study and analysis, grant writing, building collaborative relationships with regional governing jurisdictions and other related areas.

Oversees the administration and maintenance of the City's communication systems including CAT-7 cable television (Cable Commission), newsletter, website, Facebook, etc.

Assists the City Administrator in developing public information, technology, and service improvement initiatives for the city organization.

Assists Deputy City Clerk with the administration and management of Election activities.

Assists in all aspects of the preparation of the City budget with primary focus on the City's five year capital improvement plan.

Coordinates the overall building maintenance of public facilities in accordance with the recommendations of the public facilities study and normal maintenance needs.
Enforces all laws, City Code, ordinances, and resolutions of the City and makes recommendations for revisions or additions as necessary.

Serves as liaison with State, County, and local officials to exchange information and coordinate activities associated with the position. Represents the City at meetings and official functions as appropriate.

Prepares staff reports, provides information and other recommendations to the City Council.

Attends and participates in meetings of the City Council, City Boards and Commissions as required.

Performs other duties as apparent or assigned.

SUPERVISORY RESPONSIBILITIES

Reports to and receives direction from the City Administrator, exercises supervision as directed, and serves as the Chief Administrative Officer in the absence of the City Administrator

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 in Human Resources, Public Administration, Business Administration or related field from an accredited college or university; three to five years in a progressive leadership role with administrative experience in the local government with moderate experience working in human resources or equivalent combination of experience and education. A Master's degree in Public Administration is preferred.

Specialized training in employment law, compensation, organizational planning, organizational development, employee relations, safety training and preventive labor relations preferred. Active affiliation with appropriate human resource networks and organizations and ongoing community involvement also preferred.

Valid Driver's License in the State of Minnesota required.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from the general public, regulatory agencies, employees, City Council, and members of the business community.

Ability to communicate effectively, both orally and in writing, regarding complex and highly visible issues. Ability to prepare clear and concise, analytical/financial/technical/special reports and presentations of such to staff, City Council, Boards/Commissions, community groups, and the public. Must be able to assertively control conversations in order to quickly and accurately gather pertinent information and be able to communicate this information professionally and precisely to the proper recipient.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to analyze and process information quickly and accurately. Must act in a decisive manner, using good judgment. Must be able to assess problems and situations, anticipate needs and evaluate alternatives. Conduct research of complex issues; analyze the information, and present logical conclusions and/or recommendations. Possess analytical skills necessary to perform cost analyses, policy/procedure development, and identification of problems/issues with recommended alternative courses of action.

OTHER KNOWLEDGE, SKILLS AND ABILITIES

Maintain a working knowledge of the organization and functioning of municipal government with an ability to interpret and apply regulations, policies, procedures, and local and State laws relating to the overall administration of municipalities.

Knowledge of employment laws and practices.

Maintain a working knowledge in and the ability to apply the project management principles of: planning, initiating, prioritizing, scheduling, directing, training, supervising, communicating and evaluating results.

Ability to develop and initiate new programs and/or approaches towards the resolution of existing issues and future challenges within a diverse and growing community.

Possess interpersonal and coaching skills.

Ability to work independently and exercise sound judgment while effectively communicating progress and recommendations to the City Administrator.

Demonstrate excellent organizational skills in managing competing priorities, multiple projects and critical deadlines.

Ability to exercise sound judgment within established guidelines while representing the City effectively in meeting with governmental agencies, community groups, boards and commissions, and the public.

Demonstrate the ability to maintain confidential and/or sensitive information, accurate records, and files related to personnel and business needs.

Establish and maintain effective working relationships with City personnel at all levels, the Mayor and City Council members, business and professional organizations, and members of the general public.

Contemporary to advanced computer skills to include: word processing, database, spreadsheet, network, and internet applications.

Possess a positive, professional attitude with demonstrated flexibility, personal initiatives, and the ability to balance additional or alternative job assignments while creating good will in the organization and the community.

Knowledge of the principles of public administration, municipal organization and procedures, municipal finances, and knowledge of the laws, rules, and regulations governing the operation of municipal government.

Ability to formulate, initiate, and administer policies and procedures.

Ability to work as a team member.

Must be consistent in dealing with people; must be sensitive to others' problems and concerns without direct involvement; excludes personal biases from work performance; the ability to accept criticism and/or discipline.

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 and talk or hear. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls. The employee is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch, or crawl.

The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

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.

The noise level in the work environment is usually moderate.