



City of Cloquet Job Description

POSITION: City Administrator
DEPARTMENT: Administration
REPORTS TO: City Council

SUMMARY

Serves as the chief administrative officer of the City and is responsible for the planning, management, and administration related to the proper administration and operations of the City. The City Administrator oversees and directs the operation of all Departments, Divisions and Offices of the City except as otherwise provided by law.

ESSENTIAL FUNCTIONS OF THE JOB

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

Enforces all laws, ordinances, and resolutions of the City and makes recommendations for revisions or additions as necessary.

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.

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

Assists City Council negotiating committee in the negotiations of labor contracts.

Makes recommendations to the City Council on wage, salary and employee benefit levels for all City employees.

Prepares the annual budget for the City.

Advises the City Council concerning the financial conditions of the City.

Supervises purchasing for the City, including the collection of estimates, quotations and sealed bids; approves purchases; and awards contracts.

Attends and participates in discussions at all meetings of the City Council.

Develops City Council agendas and prepares reports relating to municipal services, projects, and issues for submittal to the City Council.

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.

Represents the City at meetings and official functions as appropriate.

Directs special studies as required.

Performs other duties as apparent or assigned.

SUPERVISORY RESPONSIBILITIES

Supervises the employees of the City either directly or through subordinate supervisors. Responsible for the overall direction, coordination, and evaluation of this department. Carries out supervisory responsibilities in accordance with the policies, procedures and applicable laws of the City Council. Responsibilities include interviewing; training employees; hiring of temporary employees; planning, assigning and directing work; evaluating performance; promoting, demoting and discharge of employees; rewarding and disciplining employees; suspending employees; transferring employees; adjusting grievances; addressing complaints and resolving problems; and the ability to recommend hiring of full-time 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 in Public Administration or related field from an accredited college or university; five to seven years' administrative experience in the planning, coordination and financing of varied municipal activities. A Master's degree in related administrative field 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 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

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

General knowledge of computer operations, including the ability to learn and use computer programs including Microsoft Office (Word, Excel, Access, One Note), Publisher or Adobe.

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.