

**JOB DESCRIPTION
CITY OF EAGLE LAKE**

POSITION: City Administrator

DEPARTMENT: Administration

POSITION SUMMARY

Provides overall direction and coordination for city planning, administration and operations to ensure the effective provision of municipal services to the citizens of Eagle Lake, consistent with the goals, objectives, and policies established by the City Council.

POSITION AUTHORITY

Works under the broad policy guidance of the City Council.

RELATIONSHIPS

IMMEDIATE SUPERVISOR

The City Council

SUPERVISES

Police Chief, Public Works Director, Fire Chief, Deputy Clerk, and Administrative Clerk.

EMPLOYEE CONTACTS

All city staff, including volunteer fire fighters, City Council, Planning Commission, Economic Development Authority and Park Board.

OUTSIDE CONTACTS

The general public, city consultants, other governmental (local, state and federal) officials, community groups and business persons.

RESPONSIBILITIES

- Within broad policy guidelines, coordinate, administer and respond to a wide variety of requests and problems of municipal concern; research and assist in developing and recommending solutions; interpret ordinances, policies and directive to other departments, other agencies and the general public.
- Provide leadership and direction in the development of short and long range plans; gather, interpret and prepare data for studies, reports and recommendations; coordinate department activities with other departments and agencies as needed.
- Provide staff assistance on City boards and commissions as required including ex

official voting membership

- Manage and supervise all departments and offices of the city to achieve goals; plan and organize workloads and staff assignments; review progress and direct changes as needed. 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; rewarding and disciplining; suspending; transferring; addressing grievances; addressing complaints and resolving problems of employees. Responsibilities also include the ability to effectively recommend: hiring, promoting, demoting, and discharging.
- Manage and supervise contracted professional services, including, but not limited to engineering, building code enforcement, legal, etc.
- Serve as budget officer of the City; develop and submit the annual budget and related capital expenditure and enterprise funds; prepare all supporting documentation and presents at Council meetings.
- Act as treasurer for the city and assumes all statutory responsibilities of that position.
- Prepare or oversees preparation of grant and/or loan applications; administers grant and/or loan money that is received, and prepared related reports.
- Direct all activities of the annual audit of the city and public utility records.
- Supervise centralized purchasing activities of the city and see that all orders are properly approved and processed and that payment is made in accordance with city policies and procedures.
- Advise and inform the City Council as to the financial status and needs of City government.
- Coordinate the development of capital improvement projects from a planning, financing and implementation process. Oversee preparation of information for bond ratings, bond issues, bond offering statements, and continuing disclosure statements.
- Identify money available to be invested, track due dates of investments and invest funds in accordance with local, state and federal regulations as advised by the Council.
- Evaluate existing insurance programs and recommend plan changes or modifications.

- Monitor the quality and effectiveness of all city compensation and benefit programs.
- Serve as the Executive Director of the Economic Development Authority (EDA).
- Provide recommendations and assistance to the EDA Board of Commissioners and existing and prospective business and industrial clients..
- Attend and participate in all Council meetings and other meetings with official bodies as directed by the Council; ensure that all laws and ordinances are enforced; prepare agendas, review meeting minutes; prepare resolutions and ordinances for the Council and carries out Council directives.
- Manage the bid process including conducting bid openings, review bids and highlight areas for review by the City Attorney.
- Oversee accounting and utility billing functions; establish and implement internal controls.
- Serve as City Planner.
- Serve as Zoning Administrator to administer and enforce the provisions of the Zoning Ordinance. Attend Planning and Zoning Commission meetings; interpret zoning and building codes; review and recommend approval of zoning permits, variance requests, conditional use permits, and other matters related to planning and zoning; oversee agenda and minute preparation.
- Serve as the City's public information officer; confer with media; speak to schools, civic groups and other organizations.
- See that complaints are properly handled through appropriate channels.
- Attest the Mayor's signature on official documents wherever required and maintain responsibility for the City Seal.
- Coordinate with other governmental units, including county, state and federal authorities in matters related to future developments which affect the city.
- Provide advice and counsel to the City Council in their policy-making role.
- Provide reports, recommendations and advice as appropriate to ensure that the Council is fully informed.
- Prepare a variety of reports and files with appropriate state, federal or county offices.

- Monitor and recommend utility rate adjustments to the City Council as necessary.
- Prepare and arrange for publication of official and legal notices.
- Coordinate street vacation process.
- Supervise the election process in accordance with prescribed laws and regulations.
- Perform other work as required and as directed by the City Council and EDA.

EMPLOYMENT STANDARDS

EDUCATION AND EXPERIENCE

Minimum: Graduation from an accredited four-year college or university with a degree in public administration, urban and regional studies, business administration or a closely related field and at least three (3) years of experience in municipal government functions, including management or administrative experience.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

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

- Working knowledge and ability to utilize various computer systems including, but not limited to Microsoft Office Word and Excel, Have the ability to develop and manipulate spreadsheets for the purpose of budgeting, investments, etc.
- Considerable knowledge of modern policies, practices and techniques of public administration.
- Considerable working knowledge of municipal finance, human resources, public utilities, public safety, economic and community development.
- Considerable knowledge of the organization and functions of City government including ordinances, regulations and policies controlling its operation.
- Considerable knowledge of business, management principles and practices as they apply to public sector, traditional and innovative development tools, public and private funding sources and financial assistance package requirements and analysis.

- Considerable ability to communicate ideas, explanations and recommendations clearly, both orally and in writing.
- Considerable ability to analyze and research difficult and complex problems and make effective solution-oriented recommendations, which the City Council can use in policy creation.
- Considerable ability to supervise subordinate personnel in a manner conducive to full performance and high morale.
- Considerable ability to read, assemble, organize and present in oral or written form statistical, financial and factual information derived from a variety of original and secondary sources.
- Possess general understanding of interpreting plans and specifications, contracts, ordinances, resolutions, policies, reports and correspondence.
- Ability to present reports and make recommendations to Council 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.
- Considerable ability to establish and maintain effective working relationships with employees, city officials and the general public.
- Considerable ability to efficiently and effectively administer a municipal government.
- Considerable working ability to exercise resourcefulness in solving new problems in accordance with established ordinances, regulations and policies.
- General knowledge of internet use, email and central faxing.
- Candidate must have the ability to prepare their own correspondence and perform various office tasks as necessary.

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 quiet to moderate.

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 frequently required to sit, talk or hear. The employee is occasionally required to stand or walk; use hands to finger, handle, or feel objects, controls; and reach with hands and arms.
- The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Adopted : September 11, 2017