

POSITION IDENTIFICATION:

<i>Title:</i>	ADMINISTRATOR
<i>Department:</i>	<i>Administration</i>
<i>Status:</i>	<i>Full Time Exempt Employee</i>
<i>Salary Schedule:</i>	<i>Monthly</i>

POSITION SUMMARY:

This position requires a broad perspective of city-wide practices, modern policies and procedures and techniques of public administration. The City Administrator develops and monitors policies and procedures across department lines to ensure compliance with local, state and federal policies, procedures, charters and regulations. In coordination with the City Council, sets goals, strategies, objectives and organizational climate for City departments. Reviews and recommends changes to procedures, ordinances, regulations and programs when appropriate or necessary. Provides positive leadership to City governmental activities and programs in a manner conducive to full performance and high morale. Administers and implements local improvement programs for the City. Develops public relations and information for the City. Confers with citizens, governing boards, commissions, and other appropriate officials to determine operational performance, goals and objectives. Directs and supervises department heads and ensures that overall departmental objectives are being met by review and evaluation. Helps establish safety programs, plans, policies and procedures.

Leads the ongoing development and application of municipal finance, human resources, public utilities, public safety, economic and community development and the Capital Improvement Program for the City. Develops financial plans and strategies and systems control; designs and maintains internal controls. Provides assistance to departments concerning financial operations and budgets. Recommends financial projects and other programs.

Provides guidance and support for activities of commissions, boards, and committees. Helps plan, develop, direct and work with the Crookston Development Authority in preparation of plans and activities for economic and community development.

I. ESSENTIAL DUTIES AND RESPONSIBILITIES

- A. Carries out the mandates of the City Charter and the established ordinances of the City of Crookston.
- B. Keeps the Mayor and Council informed on all matters having a significant effect on the operations of the City government
- C. Manages and supervises activities, programs and projects, on a City-wide basis as directed by the Mayor and Council.
- D. Evaluates potential projects, programs, services and financial status and needs of the City to determine feasibility and community impact and makes recommendations to the Council.
- E. Prepares agendas, directs and coordinates research and the preparation of special reports to the City Council and Mayor.
- F. Attends Council meetings and other commission, board and committee meetings as required.
- G. Assists in developing the annual budget, enterprise funds, capital planning and supporting information and presents to the City Council.
- H. Coordinates with other governmental and non-governmental partners, including education, businesses and community organizations, township, county, state and federal authorities to coordinate special projects and develop partnerships for sharing ideas and developing recommendations.
- I. Represents the Mayor and Council as may be necessary.

II. OTHER DUTIES AND RESPONSIBILITIES

- A. Reviews ordinances, resolutions, regulations and charters proposed by the Mayor and Council to ensure they meet the charter and ordinance regulations of the City.
- B. Makes recommendations to the Mayor and Council concerning City operations. Develops long and short-range goals for improvements, programs and administrative direction.
- C. Manages and administers properties that belong to the City government
- D. Acts as a resource and works closely with other City employees to accomplish the daily work assignments necessary to achieve good governance.
- E. Administers, develops and updates personnel policies. Administers an employee evaluation program.
- F. Represents the Mayor and Council in labor negotiations with the employees and employee's unions as required.
- G. Develops and carries out on an ongoing basis, a public relations program for the City. Responds to inquiries concerning City policies and business, and other pertinent information and sees that complaints are properly handled through appropriate channels.
- H. Confers with media; speaks to schools, civic groups and other organizations. Represents the City at official functions when required.
- I. Plans and directs employee training and workshop sessions.
- J. Works with local groups and agencies to coordinate mutually beneficial activities and programs for the City.
- K. Works with the Emergency Management Director to develop and control emergency disaster plans and materials
- L. Manages the bid process including bid openings, reviewing bids and making recommendations to the City Council.
- P. Prepares annual reports for the Mayor and Council, and appropriate files, in accordance with state, federal or county requirements.
- Q. Performs other duties as may be required by the Mayor and Council.
- R. Attends training and seminars and brings pertinent information back to the community.
- S. Teaches, advises and demonstrates safe work habits and safety practices and

procedures to the employees under supervision.

III. **ENVIRONMENT**

- A. **Primary:** When working in the office environment, perform assigned duties and spend long hours with office type noise and distractions, including computer noise, telephones ringing regularly and conversation by several employees and citizens that can, from time-to-time, be annoying or somewhat loud and angry.
8. **Secondary:** May, from time-to-time, encounter distracting commotion and traffic that interferes with effective production.

IV. **KNOWLEDGE, SKILL AND ABILITIES**

A. **Knowledge Involved**

1. **Equipment Requirements:** A good working knowledge of how to operate office equipment and the use of a computer.
2. **Other Requirements:**
 - a. A thorough knowledge of City codes.
 - b. A thorough knowledge of Minnesota Public Employees Act.
 - c. A knowledge of labor negotiation strategies.
 - d. A thorough knowledge of office procedures so as to conduct an efficient and productive office environment for City offices.
 - e. A working knowledge of budgeting procedures and documentation.
 - f. A good knowledge of people skills and communications.
 - g. A good knowledge of speaking skills, along with the ability to speak before the public and private groups.
 - h. Must be familiar with the City's safety rules and Safety Handbook.
 - i. Must be familiar with the City's personnel policies and Personnel Handbook.
3. **GED Requirements:**
 - a. Mathematical development (GED Level 2): Must be able to multiply, divide, use fractions and read graphs.
 - b. Language Development (GED Level 3): Must be capable of reading ordinances, State Statutes and Federal Titles and understand their meaning, write reports with proper grammar and speak correctly in public.
 - c. Reasoning Development (GED Level 4): Must be able to interpret instructions and use logic to solve concrete problems.

B. **Schedules and Other Conditions:**

1. Ability to work long hours when required or necessary.
2. Ability to work evenings and weekends if necessary or in an emergency.
3. Be involved with the Emergency Management Program to help manage disaster plans when necessary, which could include extended hours.

C. **Physical Demands:**

1. **Vision:** Normal vision needed with or without correction. Requires both near and far acuity.
2. **Hearing:** Normal hearing needed. May from time to time, because of emergency requirements, need to distinguish between sounds in the environment and background noise and distractions with conversation.
3. **Speech:** Must be able to communicate effectively with others.
4. **Lifting Needed:** May need to lift small loads on occasion or be able to make arrangements for lifting. May need to lift in emergency situations.
5. **Walking or Mobility:** Must be able to walk in order to be effective at an emergency situation. May be required to inspect levees during flood season or homes and buildings during tornadoes or bad weather.
6. **Hands and Arms:** Must be capable of reaching (extend the hands or arms in any direction); handling (seizing, holding, grasping, turning, or otherwise working with hands); fingering (picking, pinching, or otherwise working with fingers); and feeling (perceiving attributes of objects such as size, shape, texture, temperature by means of receptors in skin, particularly those of the fingertips).

V. MINIMUM REQUIREMENTS

- A. Must have a four-year degree from an accredited four-year college in public administration or a related degree and two years of experience; or a minimum of ten years of experience in public administration as a department head or in a major supervisory position; or an equivalent combination of education and experience.

VI. DESIRABLE QUALIFICATIONS

- A. Four or more years' experience as a City Manager or Administrator from another municipality.
- B. A Master's Degree in Public Administration.
- C. Equivalent experience in a related field.

NON-DISCRIMINATION POLICY

The City of Crookston does not discriminate on the basis of handicapped status in the admission or access to, or treatment, or employment in its programs and activities.

AA/EOE

PHYSICAL AND ENVIRONMENTAL JOB FACTORS

Physical Factors	Code	Environmental Factors	Code
Standing Stationary	0	Work Alone	0
Moving About	F	Work With Others	C
Sitting	F	Work Around Others	C
Physical Strengths and Demands		Public Contact	C
Lifting-Push and Pull While Stationary:		Shift Work	0
Sedentary - up to 10 lbs.	0	Extended Day	F
Light Work - 11 to 20 lbs.	0	Inside	C
Medium Work - 21 to 50 lbs.	V	Outside	F
Heavy Work - 51 to 100 lbs.	V	Confined Area	
Very Heavy - over 100 lbs.	V	Extreme Hot	V
Carrying-Push and Pull While Moving About:		Extreme Cold	V
Sedentary - up to 10 lbs.	0	Wet and/or Humid	V
Light Work - 11 to 20 lbs.	0	Noise	0
Medium Work - 21 to 50 lbs.	V	Vibration	0
Heavy Work - 51 to 100 lbs.	V	Mechanical Equipment	0
Very Heavy - over 100 lbs.	V	Electrical Equipment	0
Climbing	V	Pressurized Equipment	
Balancing	V	Burning Material/Equipment	
Stooping	0	Explosive Material/Equipment	
Kneeling	0	Radiant Energy	
Crouching	0	Moving Objects	V
Crawling	V	High Places	
Reaching	V	Fumes/Odors	
Twisting - Sitting	V	Dirt/Dust	
Twisting - Standing	V	Gases	
Handling	F	Poor Ventilation	
Fingering	F	Computer Equipment	
Feeling	F	Other:	
Talking	F		
Hearing	C		
Seeing - Near Vision	C		
Seeing - Far Vision	C		
Seeing - Depth Perception	C		
Seeing - Accommodation	C		
Seeing - Color Vision	C		
Seeing - Field of Vision	C		
Smelling	C		
Walking	F		
Reading	C		
Driving	F		

CODES: Blank = Not Present
V = Very Infrequent 1 to 2 times a week
0 = Occasional Up to 1/3 of time a week
F = Frequent 1/3 to 2/3 of time week
C = Constant More than 2/3 of time

Americans With Disabilities Act