

Position Title: **City Administrator/Clerk**
Accountable To: **Mayor / City Council**

Opening Date: 1/2/2024

Pay Range: \$74,500 - \$89,900

PRIMARY OBJECTIVE OF POSITION

The City Administrator performs complex executive work planning, organizing, directing, and coordinating City government operations. Serves as the Chief Administrative Officer of the City, and is responsible for setting policies and goals under administrative oversight of the City Council

ESSENTIAL FUNCTIONS

Essential responsibilities and duties may include, but not be limited to, the following:

- The City Administrator receives general administrative direction from the Mayor of the City Council. The position is accountable to the City Council and performance is evaluated by the Mayor and City Council. Under the direction of the Mayor and City Council, exercises supervision over department heads, supervisory, technical, and clerical staff; evaluates the performance of each Department Head along with the mayor.
 - Confers with department heads concerning operating problems, plans, and policy questions; Assists department heads in management, development and implementation department goals, objectives, policies, and priorities for City Departments; Providing leadership and direction for effective City service; Serves as facilitator/communicator between departments to coordinate efficient provision of municipal services; Reviews progress and advises or directs administrative and operating officials in the conduct of functional programs.
 - Develops proposals for the Mayor and City Council on citywide policies and coordinates the application of these policies in city procedures according to City Code; Provides leadership and direction in the development of short and long term plans; Gathers, interprets, and prepares data for studies, reports, and recommendations; Attends all City Council meetings; Makes such reports as required by the City Council; Serves as liaison for City on major projects as directed by the Mayor; Responds to complaints to maintain positive community relations for the City; Represents the City Council in public meetings and before the State Legislature and other elected bodies and boards when requested.
 - Staffs the budget framework process and presents recommendations to the City Council; Maintains sound fiscal position for the City through preparation of annual budget, financial reporting, treasury and cash management, debt administration, accounting, utility billing, special assessments administration, risk management, pensions, business and occupational licensing, permits, and record management; Provides policy guidance for the development and review of budget requests and program proposals through coordination with City Department Heads; Assesses governmental operations to ensure effectiveness, efficiency, and public convenience in coordination with the Mayor; Review and
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evaluate work methods and procedures; Meet with management staff to identify and resolve problems.

- Represents the City, as directed by the Mayor and City Council, on various committees. Reviews, investigates, and resolves all inquiries and requests from citizens in conjunction with the appropriate Department Head; Disseminates public information and media information regarding City activities; Responsible for economic development coordination, maintenance of grants and comprehensive plan management.

Essential Knowledge, Skills, and Abilities

Knowledge

- Knowledge of laws, ordinances, regulations, operations, services, and activities of governing municipal governments.
- Thorough knowledge of public administration, functions, structures, and operating routines of municipal governments and modern office management and information systems.
- Knowledge of principles and practices of municipal budget preparation, program development, and administration.
- Knowledge of principles of supervision, training, and performance evaluations. Knowledgeable in pertinent Federal, State, and local laws, codes, and regulations.

Skills

- Skilled in communicating clearly and concisely, both orally and in writing.
- Skilled in establishing and maintaining effective working relationships with city employees, public officials, and the public.
- Ability to maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Abilities

- Ability to plan, organize and supervise the work of others.
 - Ability to delegate authority and responsibility.
 - Ability to lead and direct the operation, services, and activities of City Departments.
 - Ability to identify and respond to community, business, economic development, and City Council issues, concerns, and needs.
 - Ability to develop and administer departmental goals, objectives, and procedures.
 - Ability to prepare clear and concise administrative and financial reports.
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- Ability to prepare and administer large and complex budgets.
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Ability to prepare short- and long-range plans, establish goals and objectives, and develop applicable action plans.
- Ability to research, analyze, and evaluate new service delivery methods and techniques.
- Ability to interpret and apply Federal, State, and local policies, laws, and regulations.

Qualifications

- Bachelor's degree in public administration, Business Finance, or a related field; master's degree in public administration or related field preferred
- 3 years of increased responsibility within leadership/management roles; Continuous career advancement in municipal operations or within related position preferred.
- Possess strong financial aptitude and demonstrated budget and financial management skills; Working knowledge of municipal finance, budgeting, and strategic planning preferred. Firm understanding of the complexities of municipal utilities.
- Strong communication skills, both orally and in writing.
- Knowledge of organizational management principles and ability to apply to public sector organizations.
- Ability to establish and maintain effective working relationships with a variety of people/groups such as City Council members, department heads, consultants, other government entities, and the public.
- Ability to communicate with the public, present proposals, discuss problems and respond to complaints.

The City of Goodhue is an Equal Opportunity Employer. We consider applications for all positions without regard to race, gender, creed, religion, sexual orientation, national or ethnic origin or any other legally protected status.
