

Adopted: 7/7/2015
Amended: 10/3/2017

City of Pequot Lakes Job Description

Job Title: City Administrator

Department: Administration

Supervisor: City Council

Positions Supervised: Police Chief, Public Works Supervisor, Fire Chief, Zoning Specialist, City Clerk/Treasurer, and Library.

Position Summary:

Performs responsible administrative and supervisory work coordinating, directing and overseeing city government operations. Provides assistance to the City Council on financial planning and related matters. Attends Council meetings. Oversees the preparation of council agendas, council packet material and minutes of council meetings. Performs human resource functions. Oversees all department head positions and the work of the Planning and Zoning department.

Job Duties:

1. Coordinates, administers, and responds to a wide variety of requests and problems of municipal concern; researches and assists in developing and recommending solutions; interprets ordinances and directives to other departments, other agencies, and the general public.
2. Develops and implements administrative policies and guidelines in cooperation with the City Council and various City boards and commissions; advises department heads and other employees as to administrative procedures and policies; evaluates performance and results.
3. Supervises and/or assumes responsibility for various municipal services including City Hall administrative office, police, fire, public works, zoning enforcement, city planning/community development.
4. Represents the City in regards to local, regional, state, and federal activities of concern to the community.
5. Serves as budget officer of the City; oversees the development of the annual budget; prepares supporting information and presents them at Council meetings.
6. Develops financial plans and controls and establishes short-term and long-range financial goals and objectives.
7. Coordinates and manages all tax increment financing projects and tax abatement districts.
8. Administers appropriations; approves and investigates major purchases and contracts.
9. Assures that the City Council is advised as to the financial status and needs of City government, coordinates public improvement and bond issue activities.
10. Supervises the preparation of agenda for City Council, Planning Commission, Economic

Development Commission and Park Commission meetings; supervises and participates in the development of supporting information; attends City Council, Planning Commission, Economic Development Committee and Park Commission, and other meetings as required.

11. Serves as the Human Resources Director for the City.
12. Administers personnel matters; makes policy and pay recommendations; makes recommendations on hiring and firing; suspends, and disciplines Department Heads and through them, their subordinates.
13. Reviews and amends City policies relating to personnel and finance.
14. Serves as economic development director; originates, develops and proposes development and redevelopment packages, assistance proposals and grant applications.
 - a. Provides advice and assistance to the Brainerd Lakes Area Economic Development Corporation
 - b. Represents the City with business and industrial clients.
15. Serves as the City's public information representative; confers with media; speaks to schools, civic groups, and other organizations.
16. Cooperates with city attorney on legal affairs as needed.
17. Oversees Planning and Zoning functions
18. Coordinates with the appropriate city employee(s), contractor, and City engineer on the planning and construction of public improvement projects including special assessment procedures.
19. Deals courteously, professionally, tactfully and effectively with the public. Ability to establish and maintain effective working relationships with other employees.
20. Facilitates the collective bargaining process.
21. Serves as the data practices compliance official.
22. Maintains information for pay equity and comparable worth compliance.
23. Coordinates debt financing.
24. Internet Technology (IT) coordinator.
25. Performs other work as required and as directed by the City Council.

Required Knowledge, Skills, and Abilities:

- Considerable knowledge of the principles, practices, and techniques of public administration.
- Considerable knowledge of the principles and standard practices in the field of personnel administration, labor relations, budgeting, and purchasing.
- Considerable knowledge of the organization and functions of City government including ordinances, regulations, and policies controlling its operation.
- Considerable knowledge of business, traditional and innovative development tools, public and private funding sources, and financial assistance package requirements and analysis.
- Thorough ability to communicate effectively, orally and in writing.
- Thorough ability to analyze and research difficult and complex problems and make effective solution-oriented recommendations and policy.
- Considerable ability to operate a telephone, computer, calculator and radio and to hear staff, elected officials and the public.
- 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.
 - Considerable ability to establish and maintain effective working relationships with employees, officials, and the general public including making formal presentations.
 - Considerable ability to work long hours and perform under highly stressful conditions in a quick and efficient manner.
 - Working ability to exercise resourcefulness in solving new problems in accordance with established ordinances, regulations, and policies.

Minimum Qualifications:

Bachelor's Degree in Public Administration, or a related field, and two years of public sector experience. A Master's Degree in one of the above fields may substitute for two years of the required experience.

Preferred Qualifications:

Master's Degree and additional management experience.

Physical Job Requirements:

- Must be able to sit or stand for long periods of time.
- Must be able to hear and speak when conversing in person or by phone.
- Ability to see and read reports, correspondence, computer screens, and other documents.
- Ability to lift 30 pounds.