

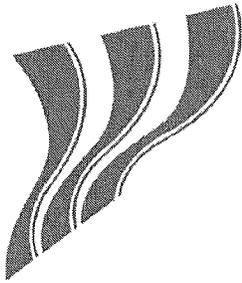
CITY OF WILLMAR

**LABOR RELATIONS COMMITTEE MEETING
4:45 PM, WEDNESDAY, JUNE 10, 2015
CONFERENCE ROOM #1
CITY OFFICE BUILDING**

**Chair: Steve Ahmann
Vice Chair: Jim Dokken
Members: Denis Anderson
Ron Christianson**

AGENDA

1. Meeting Called to Order
2. Public Comment
3. Appointment of Fire Chief/Marshal
4. Interim City Administrator/ City Clerk Treasurer Salary
5. Consideration of comparable City Administrator job descriptions
6. Future Agenda items:
 - a. Open Forum Protocol
7. Adjourn



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: _____

Meeting Date: June 10, 2015

Attachments: Yes X No

CITY COUNCIL ACTION

Date:

- | | |
|-----------------------------------|---------------------------------|
| <input type="checkbox"/> Approved | <input type="checkbox"/> Denied |
| <input type="checkbox"/> Amended | <input type="checkbox"/> Tabled |
| <input type="checkbox"/> Other | |

Originating Department: Administration

Agenda Item: Consideration of Willmar Fire Chief/Marshal Appointment

Recommended Action: Motion to appoint Fire Chief/Fire Marshal

Background/Summary: On May 21, 2015 the interview panel of Council appointee Jim Dokken, State Fire Marshall Bruce West, and Interim City Administrator Kevin Halliday interviewed five applicants for the position of Willmar Fire Chief/Marshal.

The panels' top applicant has been offered a proposal (with notification, it is subject to Council action). The applicant's driving record and criminal record have been reviewed by our Police Department with no remarkable findings. The written psychological exam has been undertaken and a pending meeting with a chemical/forensic psychologist is scheduled for June 18, 2015 (a standard practice for department directors).

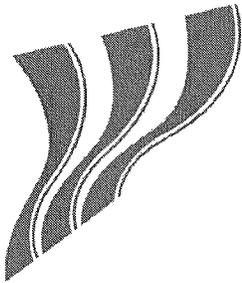
Alternatives: Make a different offer than the proposed details which will be presented at the meeting.

Financial Considerations: Annual salary = \$82,000

Preparer: Kevin Halliday, Interim City Administrator

Signature:

Comments:



CITY OF WILLMAR, MINNESOTA
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CITY COUNCIL ACTION

Date:

- Approved
- Amended
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Originating Department: Administration

Agenda Item: Interim City Administrator/ City Clerk Treasurer Salary

Recommended Action: Motion to set an Interim City Administrator Salary

Background/Summary:

Pursuant to a meeting with Mayor Calvin and myself from the Council directive, both the City Administrator job description and City Administrator establishing Ordinance No. 989 were reviewed. It was clearly determined that Ordinance clause number 10 was not to be undertaken. Noting the majority of the negotiation work is completed by Labor Attorney Madden, time was estimated at 100 hours that would be not expended in this endeavor per each labor contract settlement. Roughly, \$1,884 would not be expended per calendar year or \$157 per month.

In the review of the City Administrator job description, clearly the first essential function of evaluating department directors will not be conducted. Assuming an annual review would take one hour of written work plus one hour of a sit down discussion with each director, an estimated twelve hours per year would be avoided or \$685. All other function are getting done or will be conducted as the deadlines approach for the prescribed task.

\$118,750 = annual salary of City Administrator
\$91,915 = annual salary of City Clerk Treasurer
 \$26,835 = additional compensation over City Clerk job
 (\$1,884) = labor negotiating savings
(\$685) = evaluation of Director(s) savings
 \$24,266

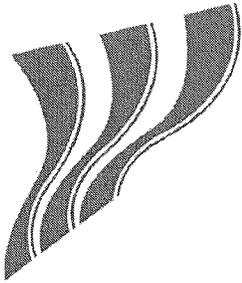
Alternatives: N/A

Financial Considerations:

Preparer: Kevin Halliday, Interim City Administrator

Signature:

Comments:



**CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION**

Agenda Item Number: _____
Meeting Date: June 10, 2015
Attachments: X Yes No

CITY COUNCIL ACTION

Date:

- | | |
|-----------------------------------|---------------------------------|
| <input type="checkbox"/> Approved | <input type="checkbox"/> Denied |
| <input type="checkbox"/> Amended | <input type="checkbox"/> Tabled |
| <input type="checkbox"/> Other | |
- _____

Originating Department: Administration

Agenda Item: Consideration of comparable City Administrator job description(s)

Recommended Action: Direct staff to amend the Willmar City Administrator job description if changes are warranted.

Background/Summary: Staff was directed to collect a few City Administrator job descriptions of regional cities with City Charters. Attached are the job descriptions of the City of Brainerd, City of Bemidji, and City of St. Cloud. Minnetonka (a Charter City) is forthcoming but not yet arrived.

Alternatives: N/A

Financial Considerations: N/A

Preparer: Kevin Halliday, Interim City Administrator

Signature:

Comments:

CITY ADMINISTRATOR

Position Title: City Administrator
Department: Administration
Department Head: City Administrator
Immediate Supervisor: City Council
Pay Range: 14 **FLSA Status:** Non-exempt

APPROVED: <u>April 5, 2000</u> REVISED: REVISED: REVISED:
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Purpose

Serves as top appointed official performing executive, administrative and professional work with overall responsibility to manage the City's operations and services. Oversees the operations of all City departments through supervision of department directors; participates in Council meetings and meetings of various boards, commissions and committees; executes Council directives and policies; initiates/oversees planning and budgeting activities; oversees human resources and personnel administration activities; and ensures compliance with applicable laws, rules and regulations. (The position's authority excludes administrative responsibility for Rice Hospital and Willmar Municipal Utilities.)

Organizational Relationships

Communicates with: *Internally* - All department directors and City employees, MUC staff, Rice Hospital staff, the Mayor and council members, various board/commission/ committee members, and the City Attorney; *Externally* - County Administrator and officials, other city administrators, numerous state agencies, state legislators, League of Minnesota Cities staff, school district personnel, labor attorney, bond attorney, bond consultant and other contracted consultants, Convention and Visitors Bureau Director, HRA Director, Chamber of Commerce CEO, numerous business and community organizations, media and City residents.
Supervises with full authority: All City employees, directly or indirectly.

ESSENTIAL FUNCTIONS

Undertakes full complement of supervisory functions such as hiring, evaluating, rewarding, promoting, transferring, disciplining, coaching, and assigning/prioritizing work; recommends serious disciplinary action and removal of department directors to City Council.
Oversees city-wide compensation program, performance management program, and personnel policies; negotiates all collective bargaining agreements with assistance of contracted labor attorney and monitors/interprets agreements as needed.
Coordinates the preparation, submission and management of the City's annual budget.
Ensures all applicable laws, rules, regulations and ordinances are followed/enforced.
Oversees and monitors all City contracts, agreements and legal documents.
Attends regular and special meetings of the Council; attends meetings of various boards, commissions and committees as needed; and represents the City at various community meetings.
Make recommendations to the Council for adoption of ordinances and resolutions.
Develops, implements and enforces administrative policies and procedures.

CITY ADMINISTRATOR

ESSENTIAL FUNCTIONS (continued)

Develops a variety of plans, programs and projects relating to infrastructure, other capital improvements, City growth; makes recommendations to the Council; and implements approved actions.

Oversees Rice Hospital and Willmar Municipal Utilities ownership issues.

Reviews, monitors, and participates in legislative issues impacting the City.

Supervises department directors through daily meetings/discussions; review of project statuses, ongoing issues and problem solving; and coordinates work between departments and division as needed.

Communicates and coordinates activities with public and outside agencies: speaks to and participates in local service clubs and the Chamber of Commerce; communicates with county, school, and township personnel; prepares and present news releases and meets with media.

Attends workshops, seminars and other training to keep current on municipal affairs.

Receives and personally responds to complaints and concerns from City residents.

Other Duties and Responsibilities

Participates in professional organizations.

Performs other job-related duties as directed by the Council or apparent.

Required Knowledge, Skills, and Abilities

Thorough knowledge of the City's organizational structure and operations.

Thorough knowledge of the City's ordinances, charter and policies.

Considerable knowledge of public administration, municipal finances, human resources/ personnel administration, civil engineering, public works, wastewater treatment and economic development.

Skill in forecasting operating and capital needs and preparing/administering municipal budgets.

Skill in communicating with a wide variety of groups and individuals, verbally and in writing.

Skill in supervising subordinate personnel and fostering a team approach.

Skill in leadership, planning, and organization.

Ability to analyze complex data and prepare/present reports for decision making.

Ability to communicate and execute Council policies and directives.

Ability to establish and maintain effective work relationships with a wide variety of groups and individuals.

Ability to be flexible and adapt to changing situations/priorities.

Machines, tools and equipment used: computer and printer, phone, fax, copier, calculator, City and personal vehicles.

CITY ADMINISTRATOR

MINIMUM QUALIFICATIONS

Bachelor's degree in public administration, political science, finance, business administration or closely related field **and** ten or more years of management and supervisory experience in positions of similar complexity.

Preferred Qualifications

Master's degree in public administration **and** demonstrated knowledge of and ability to work with a number of municipal departments and entities.

Working Conditions

Work is performed in typical office environment with travel within/without the City to observe projects and attend meetings. Operates either a City or personal vehicle for regular transportation needs. Sits for extended periods of time. Noise in work place is usually quiet but may be exposed to louder noises at work sites. Uses near vision, ability to focus, sense of touch, and hearing. Uses fine and large motor movements at times.

CITY OF BRAINERD
POSITION DESCRIPTION

Title of Class: City Administrator
Effective Date: October 22, 2013

FLSA Status: Exempt

GENERAL DESCRIPTION OF WORK

Serving as the chief administrative officer of the City, planning, controlling and directing the administration of operational staff and affairs, excluding the Public Utilities Department, leading short and long term planning efforts in coordination with the Council, providing leadership to economic development affairs, and related duties as implied or assigned. Work is performed under the broad direction of the City Council. Position has direct or indirect supervision over all staff within the City.

ESSENTIAL FUNCTIONS

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The functions listed below are representative of the knowledge, skill and/or ability required and are not meant to be an exhaustive list of functions. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

- Serves as chief administrative officer of the City; administers policies and directives of the Council.
- Coordinates activities of the City Council and keeps Council members informed; prepares agendas and supporting materials for Council meetings and makes presentations and recommendations; attends Council meetings.
- Advises the Council of financial conditions and current and future City needs; prepares a variety of studies, reports and related information for decision-making purposes.
- Prepares, presents and administers the annual budget and capital improvement plan; directs short and long term strategic and financial planning processes.
- Manages and supervises City departments and operations to achieve goals and objectives within available resources established by the Council.
- Oversees and coordinates the establishment and implementation of economic development policies and programs; participates in determining and recommending priorities for community development programs including tax increment financing, revolving loan fund, etc.
- Administers all personnel policies and actions; recommends and/or participates in hiring employees; and directs the evaluation of employee performance.
- Represents the Council in negotiations with the City's recognized bargaining units and oversees contract administration.
- Interprets and enforces local, state or federal laws, ordinances, policies and rules related to local government; prepares ordinances, resolutions, and policies for Council approval.
- Supervises purchasing for the City, including the collection of estimates, quotations and sealed bids; approves purchases and recommends the award of contracts.
- Represents the City at meetings and official functions as appropriate.
- Responds to concerns, issues, complaints, and questions from the public and employees; mediates disputes and resolves issues as appropriate.

KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of local, state and federal laws, rules, and regulations applicable to city government.
- Thorough knowledge of local government processes and services, economic development, marketing and planning, personnel management and organizational development.
- Thorough knowledge of financial practices in the public sector.
- Thorough skill supervising and overseeing the actions of city employees.
- Thorough skill operating standard office equipment and related hardware and software.
- Thorough skill disseminating information for processing by the Council.
- Thorough skill preparing, presenting and administering budgets and managing resources.
- Thorough skill leading short and long term planning programs and initiatives.
- Ability to communicate effectively, orally and in writing.
- Ability to supervise staff and to delegate work.
- Ability to effectively participate in strategic planning and goal setting.
- Ability to plan and analyze city operations, develop alternatives, and to determine the costs, advantages and disadvantages of various alternatives.
- Ability to research and prepare accurate and thorough reports.
- Ability to perform mathematical calculations and to analyze data.
- Ability to assist the Council to prioritize city needs.
- Ability to coordinate city departmental operations and services, and to allocate resources effectively.
- Ability to maintain confidentiality, to mediate disputes, and to negotiate contracts.
- Ability to establish and maintain effective working relationships with elected officials, staff, other public officials, local business and organizational leaders and the general public.

QUALIFICATIONS

Bachelor's degree in public, business administration or a related field and five years of management and supervisory experience in a governmental agency. Equivalent combination of education and experience will be considered. Advanced degree preferred.

PHYSICAL REQUIREMENTS

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, speaking or hearing and repetitive motions, frequently requires using hands to finger, handle or feel and reaching with hands and arms and occasionally requires standing, walking, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a quiet location (e.g. library, private offices).

CITY OF BEMIDJI

CITY MANAGER

Department: Administration
Division:
Effective Date: October 2014

Pay Grade: Negotiated
Union: None
Location: City Hall

GENERAL PURPOSE

Acts as chief administrative officer for the City; directs, manages and evaluates city operations, services and staff according to established ordinances, policies and procedures of the Council, City Charter and/or Minnesota law; advises the City Council on sound public policy and staffing to ensure the effective and timely delivery of City services; ensures laws, ordinances and resolutions of the City are enforced; performs related duties as required.

SUPERVISION RECEIVED

Receives policy direction from the City Council as a whole.

SUPERVISION EXERCISED

Exercises supervision over all municipal employees either directly or through subordinate supervisors.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

1. Managers and supervises all departments, agencies and offices of the city to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.
2. Provides leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.
3. Continually evaluates results being achieved as the basis for counsel, guidance and recommendations to the Council relative to level of services, projecting fiscal needs, bonding requirements, etc.; establishing organizational and planning priorities with the Council to achieve established objectives; manages the City for not only fiscal soundness, but also for long term economic and environmental impacts on the community.
4. Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assure effective and efficient use of budgeted funds, personnel, materials, facilities, and time.

5. Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.
6. Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.
7. Approves all hiring, promotion, salary adjustments, changes to organizational structure, dismissals, promotions, demotions, performance evaluations and suspension of more than 30 days; oversees personnel actions taken by department heads; services as final internal decision-maker on employee grievances.
8. Performs or assists subordinates in performing duties; adjusts errors and complaints.
9. Sees that all laws and ordinances are faithfully enforced.
10. Oversees the planning, preparing, recommending and administering of the annual City budget.
11. Attends meetings of the Council and fully informs and advises them on all significant matters and important activities and developments that they will need to know to perform effectively as City Council members, including but not limited to informing and advising them on policies, government affairs, financial conditions and needs of the City.
12. Represents the City in contacts with persons, agencies and businesses relative to various City matters, including development and provision of services, handling of resident concerns, etc.; delegates liaison responsibility for such matters to key personnel as appropriate; maintains good public relations with the citizens of the community; works collaboratively with other public agencies, cities, counties, etc., and participates in community associations and events.
13. Maintains personal integrity and ethical work practices that will set and maintain the standards of conduct for all City personnel.
14. Performs other duties as needed or as directed by the City Council.

MINIMUM QUALIFICATIONS

- (a) Bachelor's degree in public administration, business administration, management or related field.
- (b) Eight (8) years of progressive local government leadership experience, including at least five (5) years of which was at a management level.

PREFERRED QUALIFICATIONS

- (a) Master's degree or other advanced education.
- (b) Experience as a city manager (or administrator), or an assistant city manager (or administrator).

Necessary Knowledge, Skills and Abilities:

- (a) Considerable knowledge of modern policies and practices of public administration; working knowledge of municipal finance, human resources, public works, public safety, and community development.
- (b) Skill in preparing and administering municipal budgets; skill in planning, directing and

administering municipal programs; skill in operating the listed tools and equipment.

- (c) Ability to prepare and analyze comprehensive reports; ability to carry out assigned projects to their completion; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, city officials and the public; ability to efficiently and effectively administer a municipal government.
- (d) Considerable ability to use creativity and sound judgment to resolve differences and respond to challenges. Ability to exercise considerable tact, diplomacy and knowledge of political issues in working with councilmembers, businesses, special interest groups and staff who may have differing concerns.

Special Requirements

- (a) Must have valid driver's license.
- (b) Must be bondable.

TOOLS AND EQUIPMENT USED

Requires frequent use of personal computer, including word processing and spreadsheet programs; calculator, telephone, copy machine and fax machine.

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 frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision.

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 moderately quiet.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview; background and reference check; job related tests may be required.

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.

CITY ADMINISTRATOR**NATURE OF WORK**

This is highly responsible work in providing executive direction and supervision over all general administrative affairs of the City government. Work involves planning, organizing, directing, and coordinating the general operation of all executive departments in the municipal administrative service, under the supervision of the Mayor. Responsibilities include the control and supervision of specific activities assigned to the Department of Administration including work performed by the Finance Department, the Planning and Human Resources Divisions, and the Mayor's Office. This employee also provides general and specific staff assistance to the Mayor in legislative, policy, fiscal, and other technical matters, represents this official and the City as delegated, and serves as the City's chief negotiator with organized City employees. Work is reviewed through conferences, reports, and the evaluation of the soundness and success of recommendations and administrative actions.

EXAMPLES OF WORK

Attends meetings of the City Council, its committees, advisory and administrative boards; develops and coordinates the preparation of research information on municipal government operations and activities; presents operating information, administration policies and views relevant to various subjects;

Directs all Department Heads in developing, administering, and modifying City policies as set forth by the Mayor and the City Council;

Directs and participates in the assembly, analysis and presentation of departmental budget requests; directs the preparation of the municipal budget; reviews financial transactions for conformance with budget appropriations, reports and observes on unusual expenditures to the Mayor;

Directs, through the Finance Director and reviews, municipal licensing, records management, property assessment, and treasury management; legal, purchasing, planning, and central services activities; approves the installation of procedural and related improvements and recommends major improvements in financial administration;

Negotiates labor contracts with three bargaining units within policy guidelines established by the Mayor and Council;

Confers with department heads concerning operating problems, plans and policy questions; interprets policies; advises or directs administrative and operating officials in the conduct of functional programs;

Advises the Mayor of administrative implications of proposed legislative and policy matters;

Reviews organizational and procedural aspects of the various departmental programs; approves and orders improvements or prepares recommendations on major changes to facilitate improved economies or effectiveness;

Represents the Mayor at ceremonial functions; receives visitors; reviews, investigates, and resolves major citizen complaints;

Performs related work as required.

MINIMUM REQUIREMENTS

Graduation from an accredited college or university with a degree in political science, public administration, business management, finance, or a related field, preferably supplemented by an advanced degree in public administration; AND at least ten years progressively responsible City administration work.

DESIRABLE EDUCATION AND EXPERIENCE

Thorough knowledge of the principles and practices of municipal government

administration;

Thorough knowledge of the organization forms, operating methods, and procedures of municipal government;

Ability to plan, organize, direct, and coordinate a large organization involved in the full range of municipal government activities and services;

Ability to accurately interpret administration policies and to gain the cooperation of department heads and employees in their effective enactment;

Ability to accurately analyze administrative operations and to present clear and concise recommendations;

Ability to effectively represent the City and the Mayor before the City Council, other governmental agencies and officials, and the general public.

ESSENTIAL JOB FUNCTIONS

Communications:

Must be able to read, write, hear, and speak English sufficiently to understand technical information related to reading and reviewing reports, ordinances, regulations and guidelines, correspondence; and to communicate effectively orally and in writing matters that are frequently controversial and emotionally charged. Also, ability to establish and maintain working relationships with elected and appointed officials, various employees and employee groups, and the general public.

Physical:

Hand-eye coordination is required to operate computer and office equipment, and audio-visual equipment and accoutrements used in making presentations. While performing the duties of this job the employee is frequently required to sit for prolonged periods of time.

Environmental:

Work is performed mostly in office settings with moderately quiet conditions. Outside work is occasionally performed on sites proposed for development, redevelopment, public acquisition and improvement with exposure to weather conditions, dust, dirt, loud noise, traffic, exhaust fumes, and moving equipment;

Vision:

Hand-eye coordination is necessary to operate computer equipment and various pieces of office equipment.

Intellectual:

Must be capable of reasonable judgement and possess sound reasoning skills due to the independent nature of a considerable amount of work involved. Must possess superior interpersonal skills to deal with a diverse audience and controversial issues. Must have the ability to learn the proper techniques and use of computer equipment and various software including geographic information systems (GIS), spreadsheets, and word processing. Must have the ability to learn the proper techniques and use of office and computer equipment and inspection/testing equipment.

3/31/00