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## Memorandum

Date: June 28, 2016  
To: City Council  
From: Larry Kruse *LJK*  
Re: Human Resource Director

Attached is a letter from Ann S. Antonsen, Vice President of Springsted providing her guidance on the importance of the position. Also attached is a listing of comparable sized communities with similar positions and their salaries and a sample job description. Following that is the Human Resource Director's job description I provide the Committee last May.

As requested by the Committee a copy of the City Clerk, Finance Director, Accounting Supervisor, Accounting Clerk, Administrative Assistant and City Administrator job descriptions are enclosed noting HR functions which would likely be consolidated into the Human Resource Director's position.

From a management perspective, I support the following:

My first choice continues to be creation of the Administrative Services Director Position consolidating responsibility for HR functions into that position; transferring the Treasurer duties to the Finance Department and a revised City Clerk job description.

Knowing the City Council did not like that option, my second choice would be to recommend establishment of the Human Resource Director position, leaving the City Clerk/Treasurer position similar as it is today.

A third option would be to establish the Human Resource Director position, transfer the Treasurer's duties to the Finance Department and revise the City Clerk/Treasurer's job description to reflect a more traditional "City Clerk".



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June 24, 2016

To: Larry Kruse  
City Administrator  
City of Willmar

From: Ann Antonsen  
Consultant

Re: Human Resource Manager

It is important to a public sector employer the size of the City of Willmar to have a staff member dedicated to providing the human resources functions of the City. The position is responsible for more than payroll and benefits administration, the position is essential to managing the City's personnel strategy and activities. The position has responsibility in the following areas which frees up the administrator and department heads to manage their department services, goals and operations:

- Compensation for non-union and union staff
- Benefits administration, negotiations with providers, open enrollment
- Workplace safety and risk management
- Liability: minimizing allegations of unfair labor practices for both union and non-union employees
- Training and development of staff
- Recruitment and selection
- Compliance with federal and state employment and related laws
- Performance management
- Employee records
- Policy development and management
- Compliance with the City's labor contracts
- Employee relations

The establishment of a Human Resources Manager in your City will provide a centralized personnel function that will ensure the City has established strategies, policies, systems, standards and procedures in place to manage the City's most costly and valuable asset, it's employees.

Please contact me if you have any questions.

Respectfully submitted,

*Ann S. Antonsen*

Ann S. Antonsen, Vice President  
Consultant

## Human Resources Director/Manager

Top position, responsible for most or all phases of human resources administration. Reporting relationship is typically to top jurisdictional administrator. Supervision is minimal.

Organization	Pop	Region	# of Emp	Job Title	Range Min	Range Max	Actual Avg	HPW	Diff	F/P	FLSA	Match	Union	License	Reports To	Entry Date	Eff Date
Owatonna	25,433	Southeast	1	Human Resource Coordinator	\$5,161.24	\$5,846.37	\$5,705.13		-	F	N	E	N			5/1/2012	9/8/2014
Austin	23,743	Southeast	1	Human Resources Director	-	\$6,002.50	\$6,002.50	40	-	F	E	E	N		City Administrator	5/6/2016	5/6/2016
Faribault	23,312	Southeast	3	Human Resources Manager	\$5,679.58	\$7,809.42	\$7,099.50	40	-	F	E	E	N		City Administrator		4/20/2016
				Communications & Human Resources													
Northfield	20,007	Central	1	Manager	\$6,146.40	\$7,683.87	\$7,375.33	40	-	F	E	E	N		City Administrator	4/20/2016	4/20/2016
Albert Lea	18,016	Southeast	1	Human Resources Director	\$5,472.13	\$7,111.87	\$7,111.87	40	-	F	E	E	N		City Manager	4/29/2016	4/29/2016
Red Wing	16,294	Southeast	1	Employee Services Director-Interim	\$6,526.00	\$7,961.20	\$7,004.40	40	-	F	E	G	N		Information Services Director	4/28/2016	4/28/2016
Hutchinson	14,073	Central	1	Human Resources Director	\$5,874.42	\$8,444.58	\$8,444.58	40	-	F	E	E	N		City Administrator	4/19/2016	4/19/2016
Fergus Falls	13,733	Central	1	Human Resources Director	\$5,151.47	\$7,219.33	\$7,219.33	40	-	F	E	X	N	none	City Administrator	6/21/2016	6/21/2016
New Ulm	13,396	Southwest	1	Human Resources Director	\$5,633.33	\$6,101.33	\$5,945.33	40	-	F	E	X	N		City Manager		4/14/2016
Marshall	13,156	Southwest	1	Human Resource Manager	\$4,808.27	\$6,411.60	\$6,411.60	40	-	F	E	X	X		City Administrator	4/29/2016	4/29/2016
Melrose	3,600	Central	1	Human Resources Coordinator	\$3,610.53	\$4,877.60	\$4,877.60	40	-	F	X	E	N		City Administrator	5/14/2015	4/13/2016
Aitkin	2,069	Central	1	HUMAN RESOURCES DIRECTOR			\$5,811.87	40	-	F	E	E	N		County Administrator		4/29/2016
Average					\$5,406.34	\$6,880.88	\$6,584.09										

## Springsted version -HUMAN RESOURCES DIRECTOR

**Position Title:** Human Resources Manager

**Department:** Administration

**Department Head:** City Administrator

**Immediate Supervisor:** City Administrator

**Pay Range:** 12 **FLSA Status:** Exempt

**Comparable Worth Points:**

APPROVED:

REVISED:

REVISED:

REVISED:

### Purpose

Administers and coordinates a wide variety of human resources functions, including recruitment, employee and/or labor relations, compensation management, benefits administration, training, performance evaluation, workers compensation, personnel policies and maintenance of personnel records. This position is responsible for making recommendations to the Administrator and the City Council for matters affecting the human resources and personnel of the City, including issues that might have a city-wide impact.

### Organizational Relationships

Communicates with: *Internally* - City Administrator, other department directors, City Council, Administrative Assistant, City Attorney and all City personnel; *Externally* - other human resources personnel, labor attorneys, insurance providers.

### ESSENTIAL FUNCTIONS

Coordinates day-to-day human resource functions and serves as primary contact for City employees in answering human resource questions and assisting employees in understanding the City policies and practices, and insurance and benefit plans..

Initiates recruitment process within affirmative action guidelines for job vacancies; prepares and places job posting notices and drafts job advertisements; reviews applications and veteran's preference; coordinates applicant correspondence.

Coordinates new employee on-boarding and orientation; prepares new employee orientation packets.

Monitors federal and state legislative changes and premium adjustments to city health insurance program, life insurance and long-term disability insurance; writes specifications and solicit bids on benefit programs as necessary.

Prepares Affordable Care Act taxing calculations of both PCORI payments and Reinsurance payments and process appropriate invoices.

Oversees the development, updating and enforcement of personnel policies; ensures any changes are disseminated to all affected employees and provides training on policies as needed.

Oversees the Worker's Compensation program, including investigating and processing claims, and reviewing claims for trends; identifies actions to reduce the number and severity of injuries; manages return to work issues and completes the OSHA 300 ongoing and annual posting requirements.

Acts as a member of the City's Safety Committee, responsible for assisting departmental safety practices, programs and policies are in compliance with governing laws and regulations.

Manages the employee health insurance annual renewal process. Serves as a Southwest Service

ESSENTIAL FUNCTIONS (continued)

# Springsted version -HUMAN RESOURCES DIRECTOR

Cooperative Health Insurance Executive Committee member.  
Maintains employee records including personnel, medical/legal, training, safety, and other confidential materials; prepares correspondence including letters, spreadsheets, notices, postings, forms, etc.  
Assists in preparing for negotiations with bargaining groups for the city.  
Develops and implements programs for employee recognition, training, special events and education, as necessary.  
Administers the drug and alcohol testing program and retains comprehensive records. Schedules drug and alcohol tests and notifies employees of the results. Ensures compliance with DOT requirements.  
Serves as the ADA Coordinator for Employment, Data Compliance Officer for Personnel and Labor Relations Data and HIPPA Privacy Officer for employee health plans. Assure Labor Data Posting requirements are in compliance in each city facility.

## **Other Duties and Responsibilities**

Performs other related duties as assigned by Supervisor or as apparent.

## **Required Knowledge, Skills, and Abilities**

Ability to effectively communicate in both written and verbal form.  
Knowledge of personnel practices in the areas of recruitment, training, safety, collective bargaining, compensation and benefits and employee relations.  
Knowledge of human resource management systems, personal computer applications and software.  
Ability to interpret and apply personnel policies and the provisions of labor agreements.  
Knowledge of Workers' Compensation and insurance related issues.  
Ability to analyze issues related to the position and provide appropriate recommendations.  
Ability to develop, plan, organize and supervise programs and planning projects.  
Ability to work on a variety of projects simultaneously.  
Ability to maintain effective working relationships with management staff, employees, elected officials and the general public.  
Knowledge of municipal government operations (with utility operations a plus).  
Knowledge of the municipal government budgetary process.  
Knowledge of existing state and federal laws concerning City and municipal utility requirements on personnel related matters.  
Ability to interpret proposed state and federal legislation and apply to City and utility operations to determine impact.  
Knowledge of relevant state, federal and local regulations affecting local governments.  
Skill in operating computers and information technology equipment.  
Knowledge of the City's personnel and administrative policies.  
Skill in complying with the requirements of the state's data practices act, open meeting law and following applicable federal and state records retention schedules.

## **Required Knowledge, Skills, and Abilities (continued)**

Knowledge of, and ability to understand, OSHA rules and regulations and the City's safety

# Springsted version -HUMAN RESOURCES DIRECTOR

policy.

Ability to handle confidential information with appropriate level of discretion.

*Machines, Tools and Equipment Used:* Computer and printer, calculator, dicta-phone, voting scanner, copier and telephone.

## **MINIMUM QUALIFICATIONS**

Bachelor's degree in human resources management, public administration, or closely related field **and** two years of related experience. An equivalent amount of training and experience may be considered.

## **Working Conditions**

Works is performed in typical office setting. Sits for extended periods of time using computer and other visual activities. Uses fine motor skills.

City of WILLMAR

**HUMAN RESOURCE DIRECTOR**

**Position Title:** Human Resource Director

**Department:** Administration

**Department Head:** City Administrator

**Immediate Supervisor:** Same

**Pay Range:** \_\_\_ **FLSA Status:** Exempt

APPROVED: _____
REVISED: _____
REVISED: _____

**Purpose**

This is a director level position, responsible for directing the Human Resources functions within the Administration Department. The successful applicant will be able to proactively and cohesively lead the department's many facets in alignment with the City's core values, strategic plan, and best practices. It is a fundamental expectation that this position will work collaboratively with staff among all departments to human resource functions across the organization and develop effective and communicative working relationships.

**Organizational Relationships**

Communicates with: *Internally* - City Administrator, other department directors, City Council, Administrative Assistant; *Externally* - other Human Resource Professionals, League of MN City attorneys.

**Supervises:** None.

**Essential Functions**

1. Ability to identify unmet needs and proactively develop recommendations to maintain compliance with best practices, internal controls, and core values
2. Assist with overseeing the formulation of City personnel policies, goals and objectives in alignment with City Council goals.
3. Provide a leadership style which promotes collaboration, innovation, and a spirit of teamwork that fosters individual and organizational growth.
4. Encourage and promote individual staff development to ensure the highest quality of service and knowledge.
5. Develop and maintain an effective, well trained staff. Work with employees to plan staffing needs and participate in the selection of personnel. Promote proper training and supervision of all employees to provide flexibility, broaden expertise and provide overall growth and career development.
6. Actively participate as an integral, engaged, contributing member of the senior management team and serve as a team resource in areas of human resources.
7. Performs other duties and assumes other responsibilities as apparent or as delegated.

**Human Resources functions**

- Manages the day-to-day human resource programs to include employee relations, recruitment, selection, orientation, compensation, records management, position descriptions and evaluation systems.
- Research and make recommendations for personnel policies and procedures in compliance with state and federal laws.

## HUMAN RESOURCE DIRECTOR

- Plan and direct administration of benefits programs; analyze existing benefits policies; recommend benefit plan changes.
- Responsible Authority for the Data Practices Act as it relates to personnel.
- Acts as member of City's Safety Committee, responsible for assisting departmental safety practices, programs and policies are in compliance, including safety training.
- Manages the recruitment and selection process for City positions in conjunction with department heads including: advertising, screening, interviewing, testing, applicant correspondence and background checks.
- Develops and revises job descriptions, establishes minimum qualifications, evaluates classification and compensation issues and oversees or performs job evaluation work.
- Prepares and submits Pay Equity compliance reports and ensures the City meets all requirements.
- Serves as internal contact for questions concerning employment issues. Provides advice and coaching to employees and management on a variety of issues and approves personnel actions regarding promotion, performance management, discipline, grievances, etc.
- Conducts research, identifies concerns and develops proposals and responses for union negotiations; assists the City Administrator in negotiating the labor agreements and interprets and administers the contracts.
- Reviews and analyzes state and federal laws, rules and regulations related to employment and labor relations to determine actions necessary for compliance and to reduce liability.
- Oversees the development, updating and enforcement of personnel policies; ensures any changes are disseminated to all affected employees and provides training on policies as needed.
- Oversees employee leaves of absences, including FMLA, Parenting Leave, Military Leave, etc; advises employees on eligibility for continued benefits during the leaves and administers COBRA.
- Oversees the Workers' Compensation program, including investigating and processing claims, and reviewing claims for trends; identifies actions to reduce the number and severity of injuries and manages return to work issues.
- Oversees and manages the grievance and discipline process in conjunction with the City Administrator and advises management staff on these and other performance issues and concerns.
- Serves as the ADA Coordinator for Employment, Data Compliance Officer for Personnel and Labor Relations Data and HIPPA Privacy Officer for employee health plans.
- Administers the City's drug and alcohol testing programs; works with outside providers for referrals to substance abuse professionals and compliance with relevant laws and rules.
- Obtains market information periodically; analyzes various salary surveys and may recommend adjustments to the salary schedule. Oversees the City's data entry for the LMC salary survey.
- Determines and recommends employee relations practices and personnel policies necessary to establish a positive employer-employee relationship and promote a high level of employee morale.

## HUMAN RESOURCE DIRECTOR

- Administers the City's employee benefit program including employee insurance, time off, holidays, etc.; works with outside insurance agents and plan administrators to ensure contractual requirements are met and employee concerns are resolved.
- Manages the employee insurance renewal process and open enrollment meetings and conducts new employee orientation; oversees benefit enrollment and changes.
- Determines FLSA status for all positions and assists in ensuring compliance with federal and state laws.
- Establishes and maintains all permanent personnel files; approves all items entered and removed from the files.

### **Other functions**

- Conduct research and makes recommendation on city-wide personnel initiatives.
- Assume additional responsibilities as apparent or assigned.

### **Required Knowledge, Skills, and Abilities**

- Thorough knowledge of personnel, labor/employee relations, policies, and practices including applicable federal and state laws and regulations.
- Working knowledge of the principles and practices of public administration and a working knowledge of these techniques as applied to governmental activities.
- Working knowledge of state, federal, and organization requirements.
- Ability to develop, mentor, and coach assigned personnel.

### **Competencies Common to All City Positions:**

- Develop and maintain a thorough working knowledge, and comply with all departmental and applicable City policies.
- Demonstration, by personal example, of the service, excellence, and integrity expected from all staff in alignment with City's core values.
- Develop respectful and cooperative working relationships with co-workers.
- Confer regularly with and keep immediate supervisor informed of all important matters
- Represent the City of Willmar in a professional manner to the general public, fellow co-workers, and outside contacts and constituencies.
- Ability to take initiative and develop ideas in solving problems presented.
- Experience working independently with strong self-motivation and time management skills.
- Possess unquestioned honesty and integrity and a high sense of personal and professional ethics.
- Ability to effectively communicate tactfully, professionally, and courteously, both orally and in writing.
- Able to speak professionally and effectively in public.

### **Minimum Qualifications**

- Bachelor's degree in human resources, public administration, business administration or related field
- A minimum of five years progressively responsible experience.
- Three years professional experience in Human Resources/Labor Relations

## HUMAN RESOURCE DIRECTOR

- Considerable knowledge of computer applications to include word processing, spreadsheet, and presentation software.
- Valid driver's license with Minnesota driving privileges
- Successful completion of pre-employment physical and drug screen.
- Successful completion of comprehensive pre-employment background investigation.

### **Desired Qualifications**

- Master's degree in public administration, business administration or related field.
- Previous experience with public sector/municipal personnel administration.

### **Working Conditions**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential duties of this job.

While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle, feel, operate objects, tools or keyboards, speak intelligibly, hear and read. The employee is frequently required to stand, walk, and reach hands and arms. The employee must frequently move, turn, lift and carry objects weighing up to 50 pounds. Examples of lifting and carrying include, but are not limited to, paper, electronic equipment, books, and exhibit displays. Specific vision abilities required for this job include close vision and the ability to adjust focus. and other visual activities. Uses fine motor skills.

City of *WILLMAR*

## FINANCE DIRECTOR

**Position Title:** Finance Director  
**Department:** Finance  
**Department Head:** Finance Director  
**Immediate Supervisor:** City Administrator  
**Pay Range:** 12 **FLSA Status:** Exempt

<i>APPROVED:</i> April 5, 2000
<i>REVISED:</i> January 2014

### Purpose

Serves as Department Director with primary responsibility for directing all of the City's financial activities. Performs supervisory, professional and executive work to manage City finances and investments; assist Administrator in budgeting process; prepare financial reports and statements; develop administrative policies and procedures; prepare capital improvement, equipment replacement and other planning documents; **participate in labor negotiations**; oversee accounts payable, accounts receivable and payroll activities and related reporting/record keeping; and performs various other support activities. This position is responsible for making recommendations to the Administrator and the City Council for matters affecting the finance department, including issues that might have a city-wide impact.

### Organizational Relationships

Communicates with: *Internally* - City Administrator, other department directors, all City employees, MUC staff, Rice Hospital staff, Mayor, City Council, and various board and commission members; *Externally* - County officials, numerous state agencies, League of Minnesota Cities, School District personnel, Regional Development Commission, Convention and Visitors Bureau, Chamber of Commerce, numerous vendors and contractors and the general public.

Supervises with full authority: Accounting Clerks, Accounting Supervisor.

### ESSENTIAL FUNCTIONS

Manage the City's financial operations by developing administrative policies/procedures and operational plans; monitor each department's compliance; communicate with City Council; and compile, prepare and recommend capital improvement, equipment replacement, spending and budget plans; and performs some investment management activities.

Plan, direct and administer grants; and administer and supervise grant compliance.

**Provide and maintain compensation information; participate with Administrator in collective bargaining; review and administer collective bargaining agreements and personnel policy to make appropriate payments to employees; and provide input on necessary changes.**

Provide jurisdiction support services such as assessment activities and contract compliance and monitoring.

Plan, organize and oversee department daily operations to ensure workload is met.

Supervise and provide technical direction and oversight to department staff including training, assigning and reviewing work, and conducting performance evaluations.

ESSENTIAL FUNCTIONS (continued)

## FINANCE DIRECTOR

Review departmental operations and develop short and long-term goals.

Develop, prepare and maintains City financial records in conformance with generally accepted accounting principles and standards.

Establish procedures and formats used for various monthly reports showing the financial condition of the City and year-to-date budget figures.

Prepare monthly and other interim financial reports and statements as necessary or as directed by the City Council or Administrator.

Assist the Administrator in the preparation of the annual city budget including preparing draft, presenting to City Council and adjusting as directed by the Council.

Prepare and file required certifications on budget with the State Auditor's office and ensure records are published in accordance with legal requirements.

Establish internal control procedures to ensure transactions are authorized and accurately recorded.

Establish and maintain procedures for processing payroll, accounts payable, accounts receivable, cash management and personnel records as necessary to meet department requirements and state and federal standards and laws.

Oversees accounting work to ensure compliance with legal requirements, policies, and procedures.

Monitor the budget and confer as necessary with other department directors to ensure adequate balances and recommend adjustments to the Administrator.

Ensure that legal requirements are met to maximize the ability of the City to levy and collect taxes.

Assist the public by answering questions regarding special assessments and affected property taxes.

Monitor cash flow to ensure sufficient cash is available to make necessary payments.

Oversee and participate in accounts receivable and payable functions, code expenses and prepare vouchers for data entry.

Work with auditors at year-end and communicate with throughout the year as necessary.

### **Other Duties and Responsibilities**

Performs other job-related duties as assigned or apparent.

### **Required Knowledge, Skills, and Abilities**

Knowledge of accounting practices and procedures.

Knowledge of applicable state and federal laws, rules and regulations particularly those relating to municipal finance and accounting, labor and employee relations.

Knowledge of bonding, financing and administrating projects.

Skill in governmental accounting and financial reporting.

## **FINANCE DIRECTOR**

### **Required Knowledge, Skills, and Abilities (continued)**

Ability to operate various office machines including AS400 computers, PCs, Printex printers, laser printers, routers, patch panels/cords, modems, PC Network file server, Wycom check protector, Digital network copier, IBM Execjet 4072 printer, color printer, fax machine, telephones, calculators, typewriters, postage scale, microfilm reader, staplers, and punches.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree in finance, accounting, or business administration **and** eight to ten years financial management experience in positions of similar complexity. An equivalent amount of training and experience may be considered.

### **Working Conditions**

Work is performed in typical office environment with travel to attend meetings. Sits for extended periods of time. Uses near vision, ability to focus, sense of touch, and hearing. Uses fine and large motor movements at times.

City of WILLMAR

## ACCOUNTING SUPERVISOR

**Position Title:** Accounting Supervisor  
**Department:** Finance  
**Department Head:** Finance Director  
**Immediate Supervisor:** Finance Director  
**Pay Range:** 6 **FLSA Status:** Non-exempt

APPROVED:	October 20, 2003
REVISED:	_____
REVISED:	_____
REVISED:	_____

### **Purpose**

Performs supervisory technical/clerical work with responsibility for performing moderately complex tasks in accounts receivable, accounts payable, cash receipts, fixed assets, budget support and financial record keeping. Decisions are made in accordance with established procedures although variety and complexity may be great. Independence of work activity is expected. Serves as back-up for payroll. Assists Finance Director in the budgeting process. Serves as a confidential employee.

### **Organizational Relationships**

Communicates with: *Internally* - All City departments, MUC staff and Rice Hospital staff;  
*Externally* - HRA, County and State agencies, ACS, Heritage Bank, auditors and various vendors/suppliers.

Supervises: Accounting Clerk IIB and Accounting Clerk III.

### **ESSENTIAL FUNCTIONS**

Assist employees with necessary paperwork for various types of situations (e.g. new hire, termination, retirement, leave-of-absence); explain benefits options; and answer questions or refer to other information sources  
Set up, maintain and terminate employee data reflect changes and adjustments on the AS400, Excel software and the individual employee's physical files; and maintain an employee database  
Perform nightly back-ups on AS400 for off-site back-ups.  
Type finance agendas, make copies and distributes to appropriate people as directed by Supervisor.  
Perform backup duties for payroll processing.  
Monthly reconcile bank statements.  
Maintain detailed fixed asset records on all relevant purchases.  
Calculate interest breakdowns for any interest earnings received; calculate investment breakdowns for any investment that is purchased or cashed; and compiles quarterly Investment/Interest Activity Report for Finance Director.  
Gather, compile and compute the monthly sales/use tax to be reported to the State of Minnesota; process requisition for payment.  
Assist Finance Director with the production of the Annual Financial Statement.  
Process tax settlement by receipting payment, balancing taxes and assessments.

# ACCOUNTING SUPERVISOR

## ESSENTIAL FUNCTIONS (continued)

Keep records on all contracts/leases/agreements that require billing; maintain summary sheets for reference.

Process journal entries.

Set up new codes as directed by Finance Director and keep current chart of accounts on hand.

Compile year-end interest receivable report for all interest earned on investments.

Respond to employee questions regarding salary and benefits by personally providing information or referring employee to appropriate contract.

Perform monthly closings on financial software.

Run monthly revenue, expenditure and general ledger reports to copy and distribute to Finance Director and

place in appropriate physical files.

Compile monthly balance sheets, income statements and tax-collected graphs for all Funds and Departments; and copy and distribute to appropriate parties.

Answer questions from other departments concerning payables/receivables, fixed assets, Payroll payments, coding of receipts, reports, etc.

Record all bonds (City, MUC, Hospital) by type and payment schedules.

Assign work to employees, including assigning work duties, determining work priorities and assigning work hours.

Direct employees, evaluate assigned work product and exercise the authority to reject the assigned work product which does not meet standards.

Approve requests for vacation and sick leave.

Approve and sign time cards.

Complete and sign probationary employee evaluation forms.

Issue verbal reprimands to employees when necessary and discuss corrective action.

Recommend the issuance of a written reprimand of an employee, the suspension of an employee, and the discharge of an employee.

Serve as the Department's representative at Step 1 of grievance procedure, including responding orally and/or in writing to grievance.

## Other Duties and Responsibilities

Works on various projects and miscellaneous tasks as assigned by Finance Director.

Performs other related duties as assigned.

## ACCOUNTING SUPERVISOR

### Required Knowledge, Skill, and Abilities

Knowledge of accounting practices and procedures including A/R, A/P and payroll.

Skill in operating IBM AS400 computer using Quickbooks Pro, Microsoft Office and PC desktop software and ability to perform some basic troubleshooting.

Skill in handling cash receipts, financial transactions, payroll and fixed assets.

Ability to be flexible in work tasks.

Ability to initiate tasks, works with little supervision and use independent judgment.

Ability to prioritize work tasks and complete with 100% completeness and accuracy.

Ability to understand and follow written and verbal instructions.

Ability to establish and maintain effective work relationships with others.

*Machines, tools and equipment used:* printers, copiers, fax machine, calculators, telephone, wycom box, binding/punching machines, postage scale and typewriter.

### MINIMUM QUALIFICATIONS

Associate's degree in accounting **and** a minimum of three years of previous accounting or record keeping experience including the use of personal computers and automated accounting systems.

*An equivalent amount of training and experience may be considered.*

### Working Conditions

Works in typical office setting sitting for extended periods of time working at computer and desk. Use fine motor skills and performs repetitive movements and some lifting of object such as office supplies and files. Uses near vision, hearing, and sense of touch.

City of *WILLMAR*

## ACCOUNTING CLERK

**Position Title:** Accounting Clerk  
**Department:** Finance  
**Department Head:** Finance Director  
**Immediate Supervisor:** Accounting Supervisor  
**Pay Range:** 4 **FLSA Status:** Non-exempt

APPROVED:	<u>April 5, 2000</u>
REVISED:	<u>May 4, 2009</u>
REVISED:	<u>April 10, 2014</u>
REVISED:	

### Purpose

Performs non-supervisory technical/clerical work with responsibility for performing moderately complex tasks in accounts receivable, accounts payable, cash receipts, fixed assets, budget, Payroll support and financial record keeping. Decisions are made in accordance with established procedures although variety and complexity may be great. Independence of work activity is expected.

### Organizational Relationships

Communicates with: *Internally* - all City employees, Rice Hospital, Willmar Municipal Utilities; *Externally* - County personnel, PERA staff, Blue Cross, state and federal agencies, National Benefits, Great West, Minnesota Mutual, MN State Retirement, CDS, Willmar employees' exclusive representatives, MBA, MN NCPERS, BRC, American Business Forms, Berkely Administrators, RCM Data Corporation., H&T Corporation and Print House.

Supervises: None

### ESSENTIAL FUNCTIONS

Process the complete payroll cycle by verifying and inputting time sheets, writing checks, printing and distributing reports, updating files and mailing vendor checks, making tax payments and completing/submitting quarterly and annual reports including W-2s. Calculate and or disburse special payments such as clothing allowance, merit pay and back pay.

Answer phone for Finance Department, greet visitors and direct to appropriate staff.

Perform nightly back-ups on AS400 and off-site back-ups

Process billing requests by typing invoices, preparing statements and handling collections.

Process all monthly insurance payments.

Calculate employee salaries and benefits for budgeting purposes as well as actual payment schedules; and review and use collective bargaining agreements for applicable wage and benefit information.

Track employees' paid time off such as personal leave days, vacation and sick leave, donated sick leave hours, and family and medical leave.

Respond to various surveys through telephone contact and completing hard copy questionnaires.

Calculate and submit billing requests for employees who need to be billed for benefits.

Prepare worksheet regarding unemployment reports and salary payments for auditing purposes.

Process daily cash receipts

Process all City bills through verifying and coding invoices, printing checks, maintaining W-9's on vendors, and handling Electronic Fund Transfers.

## ACCOUNTING CLERK

### ESSENTIAL FUNCTIONS (Continued)

Gather, compile and compute the monthly sales/use tax to be reported to the State of Minnesota; process requisition for payment

Annually calculate project worker's compensation costs.

Verify worker's compensation checks and jury pay checks with contract provisions and time missed from work.

Order all necessary supplies such as blank checks/time sheets/ W-2s, paper and other stock supplies.

Track employee participation in deferred compensation program; make adjustments on computer as needed; and keep up-to-date on relevant government guidelines.

Load upgrades on the AS400 when applicable.

Track certain retirees' benefits; track participants in City's sick leave conversion program, make appropriate adjustments to employees' health insurance premiums; enter information on W-2; and track City's contribution for health insurance premiums under retiree buy-out program.

Provide support for budgeting process; prepare a variety of worksheets relating to employee salaries and benefits; input proposed requests into computer; run computer reports according to various sorts; prepare computer-generated summary sheets; balance totals, including personal services and capital outlay items; and prepare sufficient number of copies of budget.

Prepare worksheets for "Actual Salaries versus Budgeted Salaries" and "Back Pay Costs versus Budgeted Salaries" for journal entries.

Process and maintain the flexible spending accounts program.

Maintain the payroll book, employee numbering book, employee ro-lo-dex and a job duties and instruction book.

Perform year-end special assessments through reconciliation with the general ledger.

Perform year-end expenditure process through balancing fixed asset accounts, printing 1099's and calculating encumbrances and prepaids.

Account for miscellaneous payables and process requisitions for payment.

Keep records on all contracts/leases/agreements that require billing; maintain summary sheets for reference.

Maintain records on Eagle Lake Sewer District, bill the County monthly and processes all correspondence from them relating to the district.

Troubleshoot problems with printers, computers, cash receipts systems and software problems.

Answer questions from other departments concerning payable/receivables, fixed assets, payments, coding of receipts, reports, etc.

Keep up-to-date on law changes and procedural issues by attending class, seminars and other training; and review pertinent correspondence and literature received at office.

### Other Duties and Responsibilities

Works on various projects and miscellaneous tasks as assigned by Supervisor personnel

Maintain a list of all Rice Hospital, MUC, and City employees regarding who is on the fuel system. Perform other related duties as assigned or apparent.

# ACCOUNTING CLERK

## Required Knowledge, Skills and Abilities

- Knowledge of and ability to apply departmental policies, procedures and practices as well as provisions of the City's personnel policy, collective bargaining agreements and safety policy.
- Knowledge of, and ability to apply to position's work tasks, applicable accounting/bookkeeping procedures, state and federal laws/rules/regulations and insurance company provisions.
- Ability to organize and prioritize work tasks and be self-motivated.
- Ability to complete tasks in a thorough and timely manner with appropriate level of documentation.
- Ability to work on multiple ongoing tasks with sufficient attention to detail.
- Ability to understand and follow written and verbal instructions.
- Ability to initiate routine tasks and work with little supervision.
- Ability to be flexible in work tasks.
- Ability to establish and maintain effective working relationships with others.
- Ability to use departmental office equipment and machines.
- Ability to understand and use City's accounting and network software applications.
- Ability to produce work results with 100% completeness and accuracy.
- Ability to work with confidential information with an appropriate level of discretion.
- Ability to respond, orally and in writing, to employees' payroll-related questions.
- Ability to establish effective work relationships with others and exercise appropriate interpersonal and communications skills.

*Machines, tools and equipment used:* AS400, personal computer, printers, typewriter, copiers, fax, binding machine, calculator and phone.

## Working Conditions

Works in typical office setting sitting for extended periods of time working at computer and desk. Use fine motor skills and performs repetitive movements and some lifting of object such as office supplies and files. Uses near vision, hearing, and sense of touch.

## Minimum Qualifications

Associate's degree in accounting or three to five years of previous accounting experience. Any combination of education and experience may be considered.

## CLERK-TREASURER

**Position Title:** Clerk-Treasurer  
**Department:** Clerk-Treasurer's Office  
**Department Head:** Clerk-Treasurer  
**Immediate Supervisor:** City Administrator  
**Pay Range:** 12 **FLSA Status:** Exempt  
**Comparable Worth Points:** 581

<b>APPROVED:</b> April 5, 2000
<b>REVISED:</b>
<b>REVISED:</b>
<b>REVISED:</b>

### Purpose

Serves as department director with primary responsibility for departmental administration and coordinating city-wide programs in the areas of human resources, assessing, local-access television, elections, records retention, licenses and permits, risk management, safety and treasury. Develops and implements the City's investment program and monitors cash flow. Maintains insurance records, and official City documents. Assumes authority for administrative oversight as delegated by the Administrator. This position is responsible for making recommendations to the Administrator and the City Council for matters affecting the Clerk's Department, including issues that might have a city-wide impact.

### Organizational Relationships

Communicates with: *Internally* - City Administrator, other department directors, City Council, Administrative Assistant, WRAC 8 personnel, City Attorney and Police Department personnel; *Externally* - investment brokers/dealers, other city clerks, League of MN Cities Insurance Trust attorneys, community service officer, citizens receiving assessments at improvement projects, transit - MN/DOT officials, Convention and Visitor Bureau staff, Willmar Fests volunteers, Charter Commission appointees, consultant appraisers, and architects, custodians, Ruralink contractors.

Supervises with full authority: City Assessor, Clerk-Receptionist, Appraiser, Appraiser II.

### ESSENTIAL FUNCTIONS

Monitor daily receipt of revenues for code compliance, deposit receipts in local banking institution and select prudent investment options for all available funds. Place bids with selected brokers/dealers to maximize interest earnings while complying with all investment statutes and local policies. Maintain inventory of investment assets.

Monitor staff job tasks to ensure goals are met.

Initiate recruitment process within affirmative action guidelines for most job openings (Police department exclusion). Prepare job posting notices and draft job advertisements and place with approved job placement outlets. Guide department directors through application review and veteran's preference rating system.

Coordinates applicant correspondence pre and post interviews.

Monitor federal and state legislative changes and premium adjustments to city health insurance program, life insurance and long-term disability insurance. Write specifications and solicit bids on benefit programs as necessary.

Oversee assessing functions to ensure compliance, staff development and training, document

## CLERK-TREASURER

**Position Title:** Clerk-Treasurer  
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<b>APPROVED:</b> April 5, 2000
<b>REVISED:</b>
<b>REVISED:</b>
<b>REVISED:</b>

management and data processing needs.

Serve as City liaison to ~~KAT~~ Central Community Transit Joint Powers Board.

Write annual risk management insurance specifications for bid or renewal with existing vendor.

### **ESSENTIAL FUNCTIONS** (continued)

File and monitor property, liability and automotive claims with insurance trust staff. File and monitor worker's compensation claims with claim administrator.

Develop strategies regarding risk areas and recommend to City Administrator whether to insure or self-insure. Recommend reserve amounts and deductible levels.

Manage the vehicle inventory and control vehicle titles.

Assist Administrator in the preparation of council business to be conducted semi-monthly.

Record Council actions and finalize meeting minutes.

Conduct election activities adhering to state statutes and City Charter rules: assist Kandiyohi County staff in the programing of the M-100 Aecu-Vote optical scan equipment and the Auto-Mark Voter Assistance machines to ensure voting integrity; monitor election budget; ~~maintain election equipment for top performance~~; and coordinate elections staff to complete election judge selection and ~~equipment~~ set up required voter equipment at polling sites in each ward.

Maintain the records retention manual to assure compliance with state and federal statutes.

~~Monitor the microfilming of records with a private vendor; and prepare~~ Maintain index of microfilmed documents and oversee the indexing of City Council minutes in the official minute books.

Serve as secretary and tracking officer to the City Charter Commissioners as they amend the City Charter and coordinate the appointment(s) of changing Commission members with the District Court.

Serve as city liaison to the Convention and Visitors Bureau staff and board officials and deliver monthly fiscal presentations to the CVB Board on the collection of lodging tax and marketing expenses.

Serve as city liaison to the Willmar Fests Board as they plan for the city's summer celebration.

Prepare reports for Administrator's review.

Read/review correspondence and legal/legislative bulletins to stay current on issues. Read and answers letter and respond to conflicts/concern of residents.

Process and mail invoices.

Conduct biannual City auction of surplus goods.

Conduct bid letting in accordance with applicable laws and City requirements.

Review applications completed for the various licenses/permits and authorize the issuance of the license/permit if compliant with laws and ordinances.

## CLERK-TREASURER

Approve forms for licenses and permits and enforce/rectify violations with license ordinance.

Meet and confer with city employees regarding personal concerns with health insurance, life insurance and non-participating dental insurance.

Meet and confer with city employees regarding personal concerns with long term disability programs.

Prepare Affordable Care Act taxing calculations of both PCORI payments and Reinsurance payments and process appropriate invoices.

Oversees the development, updating and enforcement of personnel policies; ensures any changes are disseminated to all affected employees and provides training on policies as needed.

Oversees the Worker's Compensation program, including investigating and processing claims, and reviewing claims for trends; identifies actions to reduce the number and severity of injuries; manages return to work issues and completes the OSHA 300 ongoing and annual posting requirements.

Acts as a member of the City's Safety Committee, responsible for assisting departmental safety practices, programs and policies are in compliance with governing laws and regulations.

Acts as OSHA's point man during a compliance inspection.

Manages the employee health insurance annual renewal process. Serves as a Southwest Service Cooperative Health Insurance Executive Committee member.

Serves as the ADA Coordinator for Employment, Data Compliance Officer for Personnel and Labor Relations Data and HIPPA Privacy Officer for employee health plans. Assure Labor Data Posting requirements are in compliance in each city facility.

### **Other Duties and Responsibilities**

Performs other related duties as assigned by Supervisor or as apparent.

### **Required Knowledge, Skills, and Abilities**

Knowledge of managerial accounting practices, procedures and applicable federal and state codes.

Knowledge of the National Association of Security Dealers (NASD) guidelines and skill in managing investment programs.

Knowledge of, and ability to apply, state election laws and Secretary of State rules and procedures.

Knowledge of relevant state, federal and local regulations affecting local governments.

Knowledge of bid laws and assessment policy and practices needed.

Skill in operating computers and information technology equipment.

Ability to direct the work of others.

Skill in planning and setting departmental strategies, goals and objectives.

Knowledge of the City's code, charter and personnel and administrative policies.

Skill in complying with the requirements of the state's data practices act, open meeting law and following applicable federal and state records retention schedules.

## CLERK-TREASURER

### **Required Knowledge, Skills, and Abilities** (continued)

Knowledge of, and ability to understand, OSHA rules and regulations and the City's safety policy.

Ability to handle confidential information with appropriate level of discretion.

*Machines, Tools and Equipment Used:* Computer and printer, calculator, dicta-phone, voting scanner, copier and telephone.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree in business administration, finance, or closely related field **and** five or more years of finance and management experience. An equivalent amount of training and experience may be considered.

### **Working Conditions**

Works is performed in typical office setting. Sits for extended periods of time using computer and other visual activities. Uses fine motor skills.

## ADMINISTRATIVE ASSISTANT

**Position Title:** Administrative Assistant  
**Department:** Administration  
**Department Head:** City Administrator  
**Immediate Supervisor:** City Administrator  
**Pay Range:** 7 **FLSA Status:** Non-exempt

<i>APPROVED:</i> April 5, 2000 <i>REVISED:</i> November 2013 <i>REVISED:</i> October, 2015 <i>REVISED:</i>
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### **Purpose**

Performs supervisory, administrative, secretarial, and clerical work with primary responsibility for supporting the City Administrator. Also contacts or is contacted by individuals of all levels, regularly representing and acting on behalf of the City Administrator. Serves as a confidential employee.

### **Organizational Relationships**

Reports to: City Administrator

Communicates with: *Internally* - All department directors, City Attorney, other City employees, Rice Hospital and Municipal Utilities personnel; *Externally* - Various state agencies and state legislators, many county departments, local business and community organizations, local schools and college, League of Minnesota Cities and Coalition of Greater MN Cities, labor/financial and other contracted consultants, and local media.

Confidential: Is required to access and use labor relations information as the term is defined in Minnesota Statutes.

### **ESSENTIAL FUNCTIONS**

Has access and uses labor relations data as defined in Minn. Stat. 13.37, subd. 1 (c) including drafting of correspondence relating to potential labor relations proposals, access to data may be used by the City as bargaining proposals including information specifically collected or created to prepare the management position in negotiations.

Assist in developing and monitoring administrative policies and procedures of City; assists with development of operational plans.

Evaluate state and federal programs to determine feasibility for City.

Conduct, research, coordinate and prepare special reports.

Perform liaison activities between various departments within the City proper, the Municipal Utility and Rice Hospital; and assist City departments with program planning and evaluation.

Coordinate activities with the Mayor and Council as directed by the City Administrator.

Maintain the personnel policy and procedures manual, the City's compensation program and assist the Administrator with collective bargaining.

Prepare Administrator's correspondence, reports, agreements, etc.

Perform employee records activities.

Compose/design, edit, type and distribute reports, letters/memoranda and other documents; draft agreements, contracts and leases.

Assemble data, prepare accurate records/reports, and maintain physical and computer files.

# ADMINISTRATIVE ASSISTANT

## **ESSENTIAL FUNCTIONS** (continued)

Prepare ordinances and resolutions for Council meetings; number and publish ordinances upon adoption and ensure they are codified into the Municipal Code.

Compile and arrange items for Council and Committee meetings; prepare meeting minutes for various bodies such as the City Council, Labor Relations, Finance and various other committees.

Keep records of Council and all Committee/Board/Commission past minutes; and maintain official Council Proceedings books.

Maintain official documents including City Clerk's general files.

Provide routine information and assistance, respond to inquiries from employees and residents, receive and personally handle residents' complaints or refer to appropriate person.

Authorize and release information pertaining to topics such as City ordinances, Council actions and City services.

Coordinate meetings, retreats and appointment schedules.

Monitor/handle cash and collect/receipt fees, payments, other monies; disperse payroll and expenditure checks; and maintain petty cash.

Requisition and purchase equipment, services and supplies.

Compile data for and monitor departmental budgets (Administrator, City Council, Elections) including and monitoring billings for supplies, equipment, meetings and retreats and authorizing expenditures.

Oversees front office clerical staff: delegate work and assignments; maintain vacation/time off calendar; initiate activities and office procedures; conduct/coordinate training; and assist other departments during staff shortages.

Confer with Administrator to develop strategies on various projects; identifies/recommends consultants to provide professional services; works with consultant to provide documents, information, develop project schedules; and makes arrangements for meetings, facilities, and participants. Reviews and monitor proposals, agreements, and contracts.

Liaison with bond counsel in preparation of notices, resolutions, extract of minutes, ordinances, official statements.

## **Other Duties and Responsibilities**

In Clerk-Treasurer's absence: prepare and deposit checks/cash receipts and make investment transfers; and clerk City Council meetings.

Performs other related duties as assigned or apparent.

## **Required Knowledge, Skills, and Abilities**

Knowledge of overall City structure and operations, policies and procedures, and ability to understand/use the municipal code and ordinances, the city charter, and applicable federal/state laws/rules/regulations.

Knowledge of City Council procedures, practices, and responsibilities.

Knowledge of business English, spelling, punctuation, and office practices/procedures.

Ability to compile/assemble data and prepare accurate records/reports.

# ADMINISTRATIVE ASSISTANT

## **Required Knowledge, Skills, and Abilities** (continued)

Ability to understand and follow orders and written instructions.

Knowledge of city and state programs, mandates, and routines.

Skill in communicating verbally and in writing.

Skill in operating computer programs and office equipment.

Ability to plan and organize projects, schedules, and work activities.

Ability to oversee support personnel including assigning and directing work.

Ability to work independently and with other departments.

***Machines, tools and equipment used:*** Computer and printer, telephone, typewriter, two-way radio, calculator, fax and copiers.

## **MINIMUM QUALIFICATIONS**

Associate degree from a technical or business college in related area and/or four to eight years of previous secretarial/clerical experience, including executive level support, with office management skills.

## **Preferred Qualifications**

Bachelor's degree in related area or greater experience in position(s) of similar complexity.

## **Working Conditions**

Works in typical office setting, sitting/standing for extended periods of time. Works at computer and desk. Use fines motor skills and performs repetitive movements and some lifting of object such as office supplies and files. Uses near vision, hearing, and sense of touch.

## CITY ADMINISTRATOR

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

APPROVED: <u>April 5, 2000</u>
REVISED: <u>May, 2015</u>
REVISED:
REVISED:

### 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, County HRA Director, Chamber of Commerce ~~CEO~~ President, 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 status of projects 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.



**COUNCIL ACTION REQUEST**

**DATE:** April 27, 2016

**SUBJECT:** Organizational and Job Description Changes/Hiring

**RECOMMENDATION:** It is respectfully requested the Labor Committee/City Council consider the following recommendation:

Motion to establishing the position and job description of Administrative Services Director and approve the revised job description for the City Clerk. Further during the period of overlap of the new City Clerk and City Clerk Treasurer Halliday to modify the duties of the Clerk/Treasurer to Treasurer with Halliday mentoring the new Clerk through September 15th. Further upon the retirement of Halliday to transfer the duties of the Treasurer to the Finance Director. Further to modify the Finance Director's duties to include the responsibilities of the Treasurer. Further to authorize submitting the job description of the Administrative Services Director and the City Clerk and Finance Director for grading and inclusion in the Classification and Compensation Study. Further to authorize advertising for the Administrative Services Director and City Clerk with the goal for them to start approximately July 1, 2016.

**BACKGROUND:**

In 2013, the City completed an Organizational Review utilizing Brimeyer Fursman LLC firm. The firm led a City-wide organization review of operations and provided information to the Council and staff to enable them to make decisions on the future of the organization. Fursman identified in their report a number of options that at the time were difficult to implement for many reasons. Fursman identified that vacant positions provide an opportunity to reassess the organization. With the announced retirement of City Clerk Treasurer Kevin Halliday on September 15, 2016, the City Assessor vacancy and the desire to hire a Human Resources Director, there now exists an opportunity to realign some of the function within City Hall.

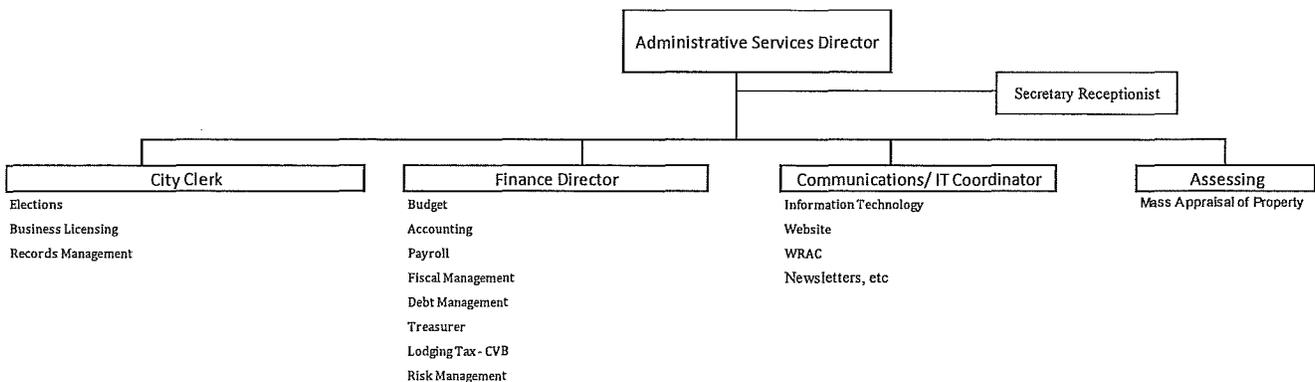
With a key retirement, a vacant position, a new hire and reassignment of duties there exists an opportunity to take a fresh look at how the City does business. After much thought and interactions with my management team, I would like to propose creation of an Administrative Services Director position, whose primary job function is to manage the Human Resources function within the City and provide administrative oversight over all internal operations including City Clerk, Finance, Communication/IT and Assessing. This would be a Director level position reporting to the City Administrator. You will note this concept follows inline much like Fursman recommended. In the absence of the City Administrator, the Administrative Services Director would be second in charge. The title for this position could also have been Assistant City Administrator/Human Resources Director.

Having been on the job less than three months, I have found myself buried in human resource work including settling the Director's compensation, two AFSCME contracts and LELS contracts. At present, we are continuing negotiations with the new Supervisor's and Confidential Employees Unit. Simultaneously, the City has a Classification and Compensation Study underway to address if the City is providing competitive compensation for its management team. Further, the goal of the City Council to divest itself of the Assessing Department has led to additional employee concerns about that department's jobs, while other employees are concerned about being bumped due to seniority. These issues have all been a very time consuming aspect of my job. Hiring a person to assume responsibility for human resource duties is a high priority and explains why the Mayor and Council budgeted for the position in 2016.

It would be proposed to advertise for the Administrative Services Director and City Clerk with a goal to have them both hired by July 1, 2016. By doing this, the City Clerk will have an opportunity to get trained for the August primary election. City Clerk Halliday will not be employed for the November 8<sup>th</sup> election and that responsibility will lie with the new City Clerk. The ASD (human resources employee) will be here to assist with the implementation of the Classification and Compensation Study amongst many other duties. In the meantime while City Clerk/Treasurer Halliday and the new Clerk are both employed, Halliday could be designated as the "Treasurer" as that position will cease upon his retirement. During this time, Halliday may also assist with getting the new document imaging system up and running.

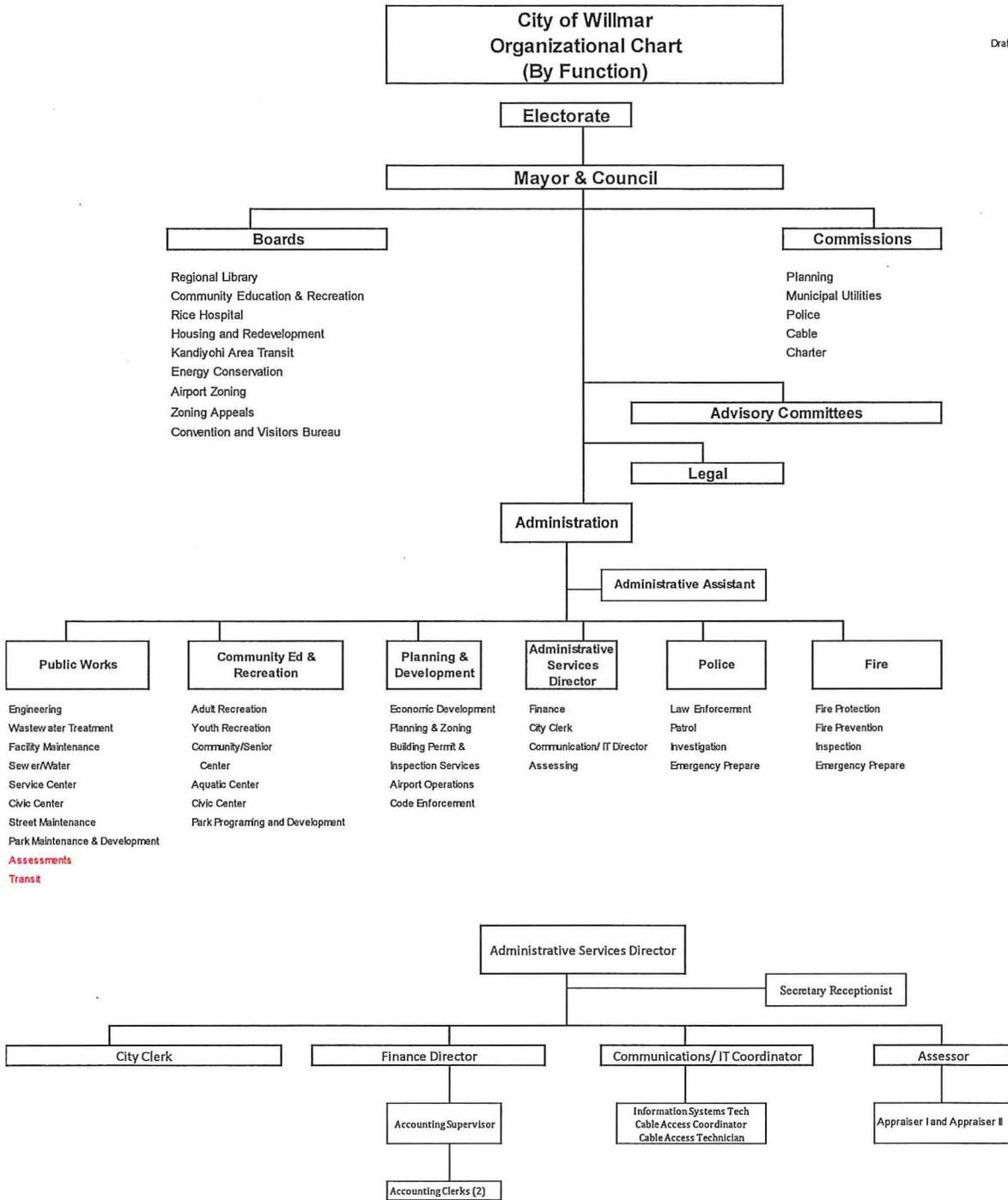
There may be internal candidates that may be interested in the positions and the City would invite them to apply while seeking the best qualified individuals for the jobs. In order to advertise, I recommend approving the job descriptions and forward these onto Springsted to have them incorporated into the Classification and Compensation Study to identify a wage range for the positions. If the compensation study takes longer than expected, advertising the positions could with some finesse be done simultaneously.

The following functional chart shows the job duties to be performed under the Administrative Services Director.



The following organizational chart identifies what is proposed.

Draft March 7, 2016



**FINANCIAL CONSIDERATION:**

The financial analysis below shows the estimated combined annual cost of the Administrative Services Director (ASD) and proposed City Clerk at \$224,022 and this compares to \$220,552 budgeted for the two positions. The net difference is \$3,470, however if family insurance is not needed, it would about \$10,000 to the good. With the shifting of the Treasurers duties, there may be some compensation adjustments there, however they should be minor.

Budget

Human Resource Director	\$ 77,841
City Clerk Treasurer	<u>\$142,711</u>
Total	\$220,552

Expenses

City Clerk Treasurer (01/01/16 thru 09/30/16)	-\$100,561
Administrative Services Director (7/1/16 thru 12/31/16)	-\$ 74,857
City Clerk (7/1/16 thru 12/31/16)	<u>-\$ 48,604</u>
Total	\$224,022

Difference - \$ 3,470

\*Includes family health insurance

\*Downtown position compensation of \$65,907 – Unused

\*Compensation – Best estimate

**LEGAL:** The City Council has the authority to make these organizational changes.

**Department/Responsible Party:** Larry Kruse, City Administrator

**Enclosures:** Administrative Services Director, City Clerk and Finance Director Job Description; Organizational Study

**City of WILLMAR**

**ADMINISTRATIVE SERVICES DIRECTOR**

**Position Title:** Administrative Services Director

**Department:** Administration

**Department Head:** City Administrator

**Immediate Supervisor:** Same

**Pay Range:** \_\_\_ **FLSA Status:** Exempt

APPROVED: _____
REVISED: _____
REVISED: _____

**Purpose**

This is a director level position, responsible for directing the Communications, Information Technology, Finance, Human Resources, City Clerk and Assessing functions within the Administration Department. The successful applicant will be able to proactively and cohesively lead the department's many facets in alignment with the City's core values, strategic plan, and best practices. It is a fundamental expectation that this position will work collaboratively with staff among all departments to align internal services functions across the organization and develop effective and communicative working relationships.

This position is also responsible for completing specialized duties and projects assigned by the City Administrator. This position acts as Acting City Administrator in her or his absence.

**Organizational Relationships**

Communicates with: *Internally* - City Administrator, other department directors, City Council, Administrative Assistant; *Externally* - other Human Resource Professionals, League of MN City attorneys.

**Supervises:** City Clerk, Finance Director, Communication/IT Coordinator and Assessing. This position is responsible for direct supervision of appropriate division staff.

**Essential Functions**

1. Ability to identify unmet needs and proactively develop recommendations to maintain compliance with best practices, internal controls, and core values
2. Assist with overseeing the formulation of City policies, goals and objectives in alignment with City Council goals. Stay abreast of City needs and encourage input/ideas from all personnel.
3. Assist with budget development, strategic planning initiatives, and other citywide goals.
4. Provide a leadership style which promotes collaboration, innovation, and a spirit of teamwork that fosters individual and organizational growth.
5. Work with all staff to provide effective leadership, assist with problems, and review assignments, programs and operations to identify potential improvements.
6. Actively listen to and collaborate to consistently strengthen the quality and quantity of resources available in the City of Willmar.
7. Encourage and promote individual staff development to ensure the highest quality of service and knowledge.
8. Actively engage staff in departmental meetings and processes to encourage inclusive participation in the development and implementation of City initiatives and policies.
9. Clearly explain expectations to produce performance outcomes.

Draft March 24, 2016

## ADMINISTRATIVE SERVICES DIRECTOR

10. Develop and maintain an effective, well trained staff. Work with employees to plan staffing needs and participate in the selection of personnel. Promote proper training and supervision of all employees to provide flexibility, broaden expertise and provide overall growth and career development.
11. Oversee the annual budget preparation for appropriate budget funds for applicable divisions, and authorize purchases in line with budget limitations.
12. Communicate timely, accurate information to the City Council, City Administrator and colleague departments to facilitate interdepartmental cooperation and coordination.
13. Actively participate as an integral, engaged, contributing member of the senior management team and serve as a team resource in areas of human resources, general administration, information technology, communications, elections, finance, and clerk functions.
14. Performs other duties and assumes other responsibilities as apparent or as delegated.

### **Human Resources functions**

- Manages the day-to-day human resource programs to include employee relations, recruitment, selection, orientation, compensation, records management, position descriptions and evaluation systems.
- Research and make recommendations for personnel policies and procedures in compliance with state and federal laws.
- Plan and direct administration of benefits programs; analyze existing benefits policies; recommend benefit plan changes.
- Responsible Authority for the Data Practices Act as it relates to personnel.
- Acts as member of City's Safety Committee, responsible for assisting departmental safety practices, programs and policies are in compliance, including safety training.
- Manages the recruitment and selection process for City positions in conjunction with department heads including: advertising, screening, interviewing, testing, applicant correspondence and background checks.
- Develops and revises job descriptions, establishes minimum qualifications, evaluates classification and compensation issues and oversees or performs job evaluation work.
- Prepares and submits Pay Equity compliance reports and ensures the City meets all requirements.
- Serves as internal contact for questions concerning employment issues. Provides advice and coaching to employees and management on a variety of issues and approves personnel actions regarding promotion, performance management, discipline, grievances, etc.
- Conducts research, identifies concerns and develops proposals and responses for union negotiations; assists the City Administrator in negotiating the labor agreements and interprets and administers the contracts.
- Reviews and analyzes state and federal laws, rules and regulations related to employment and labor relations to determine actions necessary for compliance and to reduce liability.
- Oversees the development, updating and enforcement of personnel policies; ensures any changes are disseminated to all affected employees and provides training on policies as needed.
- Oversees employee leaves of absences, including FMLA, Parenting Leave, Military Leave, etc; advises employees on eligibility for continued benefits during the leaves and administers COBRA.

Draft March 24, 2016

## ADMINISTRATIVE SERVICES DIRECTOR

- Oversees the Workers' Compensation program, including investigating and processing claims, and reviewing claims for trends; identifies actions to reduce the number and severity of injuries and manages return to work issues.
- Oversees and manages the grievance and discipline process in conjunction with the City Administrator and advises management staff on these and other performance issues and concerns.
- Serves as the ADA Coordinator for Employment, Data Compliance Officer for Personnel and Labor Relations Data and HIPPA Privacy Officer for employee health plans.
- Administers the City's drug and alcohol testing programs; works with outside providers for referrals to substance abuse professionals and compliance with relevant laws and rules.
- Obtains market information periodically; analyzes various salary surveys and may recommend adjustments to the salary schedule. Oversees the City's data entry for the LMC salary survey.
- Determines and recommends employee relations practices and personnel policies necessary to establish a positive employer-employee relationship and promote a high level of employee morale.
- Administers the City's employee benefit program including employee insurance, time off, holidays, etc.; works with outside insurance agents and plan administrators to ensure contractual requirements are met and employee concerns are resolved.
- Manages the employee insurance renewal process and open enrollment meetings and conducts new employee orientation; oversees benefit enrollment and changes.
- Determines FLSA status for all positions and assists in ensuring compliance with federal and state laws.
- Establishes and maintains all permanent personnel files; approves all items entered and removed from the files.

### **City Clerk functions.**

Oversee management of:

- Elections in compliance with laws, policies and procedures;
- Official city records including ordinances, resolutions, legal publications and official minutes;
- City-issued business licenses.

### **Communication functions**

- Oversee management of day-to-day Communications responsibilities including but not limited to marketing, public communication, internal communication, and coordination with outside entities.
- Develop a proactive and responsive communications strategy that recognizes evolving communication tools and resources.

### **Information Technology functions**

- Oversee management of day-to-day Technology responsibilities;
- Development and maintenance of the City's technology infrastructure;

Draft March 24, 2016

## ADMINISTRATIVE SERVICES DIRECTOR

- Recommend and implement technology to enhance the efficiency and effectiveness of service delivery to internal and external constituencies.

### **Finance functions**

- Oversee management of Finance responsibilities including but not limited to CAFR, budget, investments, debt, payroll, accounts payable, accounts receivable and billing;
- Recommend and implement policies to enhance the efficiency and effectiveness of services to internal and external constituencies.

### **Assessing function**

- Oversee management of the Assessing Department.

### **Other functions**

- Supervise and direct assigned personnel to develop responsive, cost effective services for both internal and external organizational needs.
- Conduct research and makes recommendation on city-wide and organization-wide initiatives.
- Assume additional responsibilities as apparent or assigned.

### **Required Knowledge, Skills, and Abilities**

- Thorough knowledge of personnel, labor/employee relations, policies, and practices including applicable federal and state laws and regulations.
- Working knowledge of the principles and practices of public administration and a working knowledge of these techniques as applied to governmental activities.
- Working knowledge of state, federal, and organization requirements.
- Ability to develop, mentor, and coach assigned personnel.

### **Competencies Common to All City Positions:**

- Develop and maintain a thorough working knowledge, and comply with all departmental and applicable City policies.
- Demonstration, by personal example, of the service, excellence, and integrity expected from all staff in alignment with City's core values.
- Develop respectful and cooperative working relationships with co-workers.
- Confer regularly with and keep immediate supervisor informed of all important matters
- Represent the City of Willmar in a professional manner to the general public, fellow co-workers, and outside contacts and constituencies.
- Ability to take initiative and develop ideas in solving problems presented.
- Ability to project a leadership style characterized by collaboration, innovation and involvement of employees in the decision making process.
- Ability to maintain consistently high levels of productivity, accuracy, and organization.
- Experience working independently with strong self-motivation and time management skills.
- Possess unquestioned honesty and integrity and a high sense of personal and professional ethics.
- Ability to effectively communicate tactfully, professionally, and courteously, both orally and in writing.
- Able to speak professionally and effectively in public.

Draft March 24, 2016

## ADMINISTRATIVE SERVICES DIRECTOR

### **Minimum Qualifications**

- Bachelor's degree in public administration, business administration or related field
- A minimum of five years progressively responsible experience in public sector/municipal administration
- Three years professional experience in Human Resources/Labor Relations
- Three years progressively responsible supervisory experience.
- Considerable knowledge of computer applications to include fund accounting, word processing, spreadsheet, and presentation software.
- Valid driver's license with Minnesota driving privileges
- Successful completion of pre-employment physical and drug screen.
- Successful completion of comprehensive pre-employment background investigation.

### **Desired Qualifications**

- Master's degree in public administration, business administration or related field.
- Previous experience with public sector/municipal personnel administration and City Clerk responsibilities.

### **Working Conditions**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential duties of this job.

While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle, feel, operate objects, tools or keyboards, speak intelligibly, hear and read. The employee is frequently required to stand, walk, and reach hands and arms. The employee must frequently move, turn, lift and carry objects weighing up to 50 pounds. Examples of lifting and carrying include, but are not limited to, paper, electronic equipment, books, and exhibit displays. Specific vision abilities required for this job include close vision and the ability to adjust focus. and other visual activities. Uses fine motor skills.

## ADMINISTRATIVE SERVICES DIRECTOR

### **Sample Job Add**

The City of Willmar is accepting applications for a full-time Administrative Services Director. This director level position is responsible for directing the Communication/Information Technology, Finance, Human Resources, and City Clerk functions within the Administration Department. The successful applicant will be able to proactively and cohesively lead the department's many facets in alignment with the City's core values, strategic plan, and best practices. It is a fundamental expectation that this position will work collaboratively with staff among all departments to align internal services functions across the organization and develop effective and communicative working relationships.

**Minimum Qualifications:** Bachelor's degree in public administration, business administration or related field. A minimum of five years progressively responsible experience in public sector/municipal administration. Three years professional experience in Human Resources/Labor Relations. Three years progressively responsible supervisory experience. Considerable knowledge of computer software. Valid Minnesota drivers license. Successful completion of pre-employment physical and drug screen. Successful completion of comprehensive pre-employment background investigation. **Starting Salary:** \$80,000- \$110,000, depending on qualifications, plus full benefits. **Application Deadline:** March \_\_, 2016. For more information and to apply, please visit [www.willmarmn.gov](http://www.willmarmn.gov). EOE. TTY/TDD: (320) 214-5160.

## CITY CLERK

**Position Title:** City Clerk  
**Department:** Administration  
**Department Head:** Administrative Services Director  
**Immediate Supervisor:** Same  
**Pay Range:** ? **FLSA Status:** Non-Exempt

<i>APPROVED:</i> April 5, 2000
<i>REVISED:</i>
<i>REVISED:</i>
<i>REVISED:</i>

### Purpose

The City Clerk is responsible for developing programs and procedures for management of the City's vital records, serves as secretary to numerous committees coordinates City elections, manages City licensing and provides administrative support.

### Organizational Relationships

Communicates with: *Internally* - City Administrator, other department directors, City Council, Administrative Assistant; *Externally* other City Clerks, League of MN.  
Supervises: Clerk/Secretary/Receptionist.

### ESSENTIAL FUNCTIONS

- Serving as official record keeper for the City; overseeing the maintenance of official City records including ordinances, resolutions, City Council Action reports, agendas and minutes; overseeing the posting and advertising of public notices and meetings; and maintaining the City Code.
- Oversees the data practices requirements under Minnesota Statute for all departments. Serve as Compliance Official pursuant to Minnesota Data Practices Act to administer the requirements for collection, storage, use and dissemination of data maintained by the City.
- Implements the records management system and ensures the proper storage of all records to assure compliance with state and federal statutes. Responsible for training, implementation, operation and maintenance of the City's document imaging system.
- Receives and verifies petitions on public improvement projects, arranges for public hearings, and drafts legal notices.
- Makes the daily bank deposit.
- Responsible for local and general elections, including training of judges, preparation of ballots and facilities, and coordination with the County Auditor and Secretary of State.
- Record and certify ordinances and resolutions; keep the City Seal; attest all legal documents, including ordinances, resolutions, contracts, agreements, etc.
- Conduct biannual City auction of surplus goods.
- Conduct bid letting in accordance with applicable laws and City requirements.
- Manages issuance of City licenses/permits and authorize the issuance of the license/permit if compliant with laws and ordinances.
- Approve forms for licenses and permits and enforce/rectify violations with license ordinance.
- Assist the public and City staff by providing specific and/or general information requiring

Draft March 24, 2016

# CITY CLERK

interpretation of policies, procedures, precedents, rules and regulations, including federal, state, and local laws as applicable to the operation of the City and/or the Office of the City Clerk.

- Accepts and verifies petitions; administers assessment records process; certify approved assessment rolls with the County; prepare searches; process payments; calculate and recertify assessment redistributions; respond to inquiries; maintain records of active, pending and deferred-reduced assessments; prepare documents for council approval and abatements.
- Ensures proper publishing and posting of all notices required by law.
- Performs the City Clerk duties identified in the City Charter.
- Performs other related duties as assigned by Supervisor or as apparent.

## **Required Knowledge, Skills, and Abilities**

- Knowledge of overall City structure and operations, policies and procedures, and ability to understand/use the municipal code and ordinances, the city charter, and applicable federal/state laws/rules/regulations.
- Knowledge of, and ability to apply, state election laws.
- Knowledge of Parliamentary procedure and rules of the Council.
- Knowledge of relevant state, federal and local regulations affecting local governments.
- Knowledge of bid laws and assessment policy and practices needed.
- Knowledge City code, charter and personnel and administrative policies.
- Skill in complying with the requirements of the state's data practices act, open meeting law and following applicable federal and state records retention schedules.
- Knowledge of City Council procedures, practices, and responsibilities.
- Knowledge of business English, spelling, punctuation, and office practices/procedures.
- Ability to compile/assemble data and prepare accurate records/reports.
- Skill in communicating verbally and in writing.
- Skill in operating computer programs and office equipment.
- Ability to understand and follow orders and written instructions
- Ability to plan and organize projects, schedules, and work activities.
- Ability to work independently and with other departments.
- Skill in operating computers and information technology equipment.
- Ability to handle confidential information with appropriate level of discretion.

*Machines, Tools and Equipment Used:* Computer and printer, calculator, dicta-phone, voting scanner, copier and telephone.

## **Minimum qualifications**

- High School Diploma or GED equivalent supplemented by minimum two years post-secondary education in Business Administration, Records Management, Public Administration or a closely related field, plus a minimum of four (4) years related experience; or
- An equivalent combination of related education and high level administrative experience,

Draft March 24, 2016

*Page 2 of 3*

# CITY CLERK

with additional work experience substituting for the required education on a year for year basis.

## **Desirable Qualifications**

- Minnesota Certified Municipal Clerk (MCMC).
- IIMC Certified Municipal Clerk (CMC).
- Bachelor's degree in business administration, public administration or related field.
- Experience serving as a City Clerk or Deputy City Clerk.
- Experience with computer technology as it relates to records management, elections and licensing.

## **Special requirement:**

- Must be a Certified Municipal Clerk or be willing to attend training to obtain certification within three (3) years.
- Must be bondable.
- Must be able to acquire a notary public certification.

## **Working Conditions**

Work is performed in typical office setting. Sits for extended periods of time using computer and other visual activities. Uses fine motor skills.

## FINANCE DIRECTOR

**Position Title:** Finance Director  
**Department:** Finance  
**Department Head:** Administrative Service Director  
**Immediate Supervisor:** Same  
**Pay Range:** 12 **FLSA Status:** Non-exempt

<i>APPROVED:</i> April 5, 2000
<i>REVISED:</i>
<i>REVISED:</i>
<i>REVISED:</i>

### Purpose

Serves as ~~Department Director~~ with Primary responsibility for directing all of the City's financial activities. Performs supervisory, professional and executive work to manage City finances and investments; assist Administrator in budgeting process; prepare financial reports and statements; develop administrative policies and procedures; prepare capital improvement, equipment replacement and other planning documents; participate in labor negotiations; oversee accounts payable, accounts receivable and payroll activities and related reporting/record keeping; and performs various other support activities. This position is responsible for making recommendations to the Administrator and the City Council for matters affecting the finance department, including issues that might have a city-wide impact.

### Organizational Relationships

Communicates with: *Internally* - City Administrator, other department directors, all City employees, MUC staff, Rice Hospital staff, Mayor, City Council, and various board and commission members; *Externally* - County officials, numerous state agencies, League of Minnesota Cities, School District personnel, Regional Development Commission, Convention and Visitors Bureau, Chamber of Commerce, numerous vendors and contractors and the general public.

Supervises with full authority: Accounting Clerk II-B, Accounting Clerk III, Accounting Supervisor and Information Systems Technician.

### ESSENTIAL FUNCTIONS

- Manage the City's financial operations by developing administrative policies/procedures and operational plans; monitor each department's compliance; communicate with City Council;
- Compile, prepare and recommend capital improvement, equipment replacement, spending and budget plans; and ~~performs some investment management activities.~~
- Monitor daily receipt of revenues for code compliance, deposit receipts in local banking institution and select prudent investment options for all available funds. Place bids with selected brokers/dealers to maximize interest earnings while complying with all investment statutes and local policies.
- Maintain inventory of investment assets.
- Plan, direct and administer grants; and administer and supervise grant compliance.

## FINANCE DIRECTOR

**Position Title:** Finance Director

**Department:** Finance

**Department Head:** Administrative Service Director

**Immediate Supervisor:** Same

**Pay Range:** 12 **FLSA Status:** Non-exempt

APPROVED: April 5, 2000
REVISED:
REVISED:
REVISED:

### ESSENTIAL FUNCTIONS (continued)

- ~~Provide and maintain~~ Assist with compensation information; participate with Administrator in collective bargaining; review and administer collective bargaining agreements and personnel policy to make appropriate payments to employees; and provide input on necessary changes.
- Provide jurisdiction support services such as assessment activities and contract compliance and monitoring.
- Plan, organize and oversee department daily operations to ensure workload is met.
- Supervise and provide technical direction and oversight to department staff including training, assigning and reviewing work, and conducting performance evaluations.
- Review departmental operations and develop short and long-term goals.
- Develop, prepare and maintains City financial records in conformance with generally accepted accounting principles and standards.
- Establish procedures and formats used for various monthly reports showing the financial condition of the City and year-to-date budget figures.
- Prepare monthly and other interim financial reports and statements as necessary or as directed by the City Council or Administrator.
- Assist the Administrator in the preparation of the annual city budget including preparing draft, presenting to City Council and adjusting as directed by the Council.
- Prepare and file required certifications on budget with the State Auditor's office and ensure records are published in accordance with legal requirements.
- Establish internal control procedures to ensure transactions are authorized and accurately recorded.
- Establish and maintain procedures for processing payroll, accounts payable, utility billing, accounts receivable, cash management and personnel records as necessary to meet department requirements and state and federal standards and laws.
- Prepares financial statements and the annual CAFR report.
- Oversees accounting work to ensure compliance with legal requirements, policies, and procedures.
- Monitor the budget and confer as necessary with other department directors to ensure adequate balances and recommend adjustments to the Administrator.
- Ensure that legal requirements are met to maximize the ability of the City to levy and collect takes.

# FINANCE DIRECTOR

## ESSENTIAL FUNCTIONS (continued)

- Assist the public by answering questions regarding special assessments and affected property taxes.
- Monitor cash flow to ensure sufficient cash is available to make necessary payments.
- Oversee and participate in accounts receivable and payable functions; code expenses and prepare vouchers for data entry.
- Work with auditors at year-end and communicate with throughout the year as necessary.

## Other Duties and Responsibilities

Performs other job-related duties as assigned or apparent.

## Required Knowledge, Skills, and Abilities

- Knowledge of accounting practices and procedures.
- Knowledge of applicable state and federal laws, rules and regulations particularly those relating to municipal finance and accounting, labor and employee relations.
- Knowledge of bonding, financing and administrating projects.
- Skill in governmental accounting and financial reporting.

## Required Knowledge, Skills, and Abilities (continued)

Ability to operate various office machines including computers, printers, telephones and calculators.

## MINIMUM QUALIFICATIONS

Bachelor's degree in finance, accounting, or business administration **and** five years financial management experience in positions of similar complexity.

## Working Conditions

Work is performed in typical office environment with travel to attend meetings. Sits for extended periods of time. Uses near vision, ability to focus, sense of touch, and hearing. Uses fine and large motor movements at times.

## CITY CLERK

**Position Title:** City Clerk  
**Department:** Administration  
**Department Head:** Administrative Services Director  
**Immediate Supervisor:** Same  
**Pay Range:** ? **FLSA Status:** Non-Exempt

<i>APPROVED:</i> April 5, 2000 <i>REVISED:</i> <i>REVISED:</i> <i>REVISED:</i>
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### Purpose

The City Clerk is responsible for developing programs and procedures for management of the City's vital records, serves as secretary to numerous committees, coordinates City elections, manages City licensing and provides administrative support.

### Organizational Relationships

Communicates with: *Internally* - City Administrator, other department directors, City Council, Administrative Assistant; *Externally* other City Clerks, League of MN.  
Supervises: Clerk/Secretary/Receptionist.

### ESSENTIAL FUNCTIONS

- Serving as official record keeper for the City; overseeing the maintenance of official City records including ordinances, resolutions, City Council Action reports, agendas and minutes; overseeing the posting and advertising of public notices and meetings; and maintaining the City Code.
- Oversees the data practices requirements under Minnesota Statute for all departments. Serve as Compliance Official pursuant to Minnesota Data Practices Act to administer the requirements for collection, storage, use and dissemination of data maintained by the City.
- Implements the records management system and ensures the proper storage of all records to assure compliance with state and federal statutes. Responsible for training, implementation, operation and maintenance of the City's document imaging system.
- Receives and verifies petitions on public improvement projects, arranges for public hearings, and drafts legal notices.
- Makes the daily bank deposit.
- Responsible for local and general elections, including training of judges, preparation of ballots and facilities, and coordination with the County Auditor and Secretary of State.
- Record and certify ordinances and resolutions; keep the City Seal; attest all legal documents, including ordinances, resolutions, contracts, agreements, etc.
- Conduct biannual City auction of surplus goods.
- Conduct bid letting in accordance with applicable laws and City requirements.
- Manages issuance of City licenses/permits and authorize the issuance of the license/permit if compliant with laws and ordinances.
- Approve forms for licenses and permits and enforce/rectify violations with license ordinance.
- Assist the public and City staff by providing specific and/or general information requiring

# CITY CLERK

interpretation of policies, procedures, precedents, rules and regulations, including federal, state, and local laws as applicable to the operation of the City and/or the Office of the City Clerk.

- Accepts and verifies petitions; administers assessment records process; certify approved assessment rolls with the County; prepare searches; process payments; calculate and recertify assessment redistributions; respond to inquiries; maintain records of active, pending and deferred-reduced assessments; prepare documents for council approval and abatements.
- Ensures proper publishing and posting of all notices required by law.
- Performs the City Clerk duties identified in the City Charter.
- Performs other related duties as assigned by Supervisor or as apparent.

## **Required Knowledge, Skills, and Abilities**

- Knowledge of overall City structure and operations, policies and procedures, and ability to understand/use the municipal code and ordinances, the city charter, and applicable federal/state laws/rules/regulations.
- Knowledge of, and ability to apply, state election laws.
- Knowledge of Parliamentary procedure and rules of the Council.
- Knowledge of relevant state, federal and local regulations affecting local governments.
- Knowledge of bid laws and assessment policy and practices needed.
- Knowledge City code, charter and personnel and administrative policies.
- Skill in complying with the requirements of the state's data practices act, open meeting law and following applicable federal and state records retention schedules.
- Knowledge of City Council procedures, practices, and responsibilities.
- Knowledge of business English, spelling, punctuation, and office practices/procedures.
- Ability to compile/assemble data and prepare accurate records/reports.
- Skill in communicating verbally and in writing.
- Skill in operating computer programs and office equipment.
- Ability to understand and follow orders and written instructions.
- Ability to plan and organize projects, schedules, and work activities.
- Ability to work independently and with other departments.
- Skill in operating computers and information technology equipment.
- Ability to handle confidential information with appropriate level of discretion.

*Machines, Tools and Equipment Used:* Computer and printer, calculator, dicta-phone, voting scanner, copier and telephone.

## **Minimum qualifications**

Bachelor's degree in Public Administration, Business or closely related field **and** five years of related experience. An equivalent amount of training and experience may be considered.

## **Desirable Qualifications**

Draft June 24, 2016

*Page 2 of 3*

## CITY CLERK

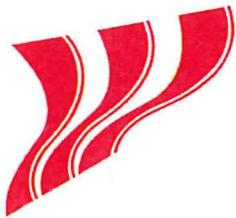
- Minnesota Certified Municipal Clerk (MCMC).
- IIMC Certified Municipal Clerk (CMC).
- Experience serving as a City Clerk or Deputy City Clerk.
- Experience with computer technology as it relates to records management, elections and licensing.

### **Special requirement:**

- Must be a Certified Municipal Clerk or be willing to attend training to obtain certification within three (3) years.
- Must be bondable.
- Must be able to acquire a notary public certification.

### **Working Conditions**

Work is performed in typical office setting. Sits for extended periods of time using computer and other visual activities. Uses fine motor skills.



City Office Building  
333 SW 6<sup>th</sup> Street  
Willmar, MN 56201  
Main Number 320-214-5160  
Fax Number 320-235-4917

**COUNCIL ACTION REQUEST**

**DATE:** June 27, 2016

**SUBJECT:** Permit Technician/Stormwater Compliance Officer

**RECOMMENDATION:** It is respectfully requested the Labor Committee/City Council consider the following recommendation:

Motion to establish the position and job description of Permit Technician/Stormwater Compliance Officer and submit for grading and posting with AFSCME.

**BACKGROUND:**

With the elimination of the Assessing Department, City Administration's goal was to assist assessing staff in transitioning to the Kandiyohi County Assessing Department making them somewhat whole in that process. Although incentives were offered, none of the three appraisers employed at the start of the process ended up accepting the County's employment offers. For the past several weeks I have made several attempts for Kandiyohi County to accommodate appraiser Judy Thompson whereby she would remain a City employee under the direction of the County Assessor. The County reported that door is now closed as they have decided to hire three new appraisers.

On Monday, June 27<sup>th</sup>, I and Planning and Community Services Director Peterson met with AFSCME representative Mary Scoon and employee representatives to discuss the bumping process. Included in that conversation was an exploratory discussion regarding staff seeking Council approval to create a Permit Technician/Stormwater Compliance Officer which may be an alternative solution to the bumping process. Upon preliminary review, Ms. Thompson expressed interest in the Permit Technician/Stormwater Compliance Officer position should the City Council support such a position.

Effective on July 5<sup>th</sup> the Assessing Department will be the responsibility of Kandiyohi County. On Tuesday, July 5<sup>th</sup>, Judy Thompson will begin job training for the Building Permit Technician while City staff explores with the Labor Committee the possibility of creating a stormwater position.

Currently, the City's MS4 Stormwater responsibilities for municipal construction projects fall under Environmental Specialist Sara Jacobson. A gap in our system right now is related to private development and insuring compliance with stormwater regulations. It was reported the City was written up two times in the past week for violations.

It is estimated that in the remainder of 2016, the stormwater compliance person would be a two-thirds time position with the remainder of the time being filled in with Planning and Community Services

duties, and assisting with scanning of documents into the new document imaging system. Another job duty that needs attention is the City work in the right of way permits.

The Building Permit Technician last week notified City Administrator Kruse that she will be taking four months of maternity leave effective January through April of 2017. It is timely that the City plan for someone to provide continuity of service in the Building Department during these four months as the department is busy during the winter too. Having some redundancy and cross-training would be a good plan,

**FINANCIAL CONSIDERATION:**

The Public Works Department has not filled the Engineering Technician position and it appears that position will not be filled in 2016. Public Works Director Christensen stated those funds could be made available for this position through 2016. In January through April, during the maternity leave of the Building Permit Technician, Ms. Thompson would cover during a time of the year when the stormwater work load would be slower.

This position is likely to a Grade Five (5) position with an annual cost of wages and benefits of \$69,000. If the City does lay-off an employee, the City is self-funded and would pay 100% of unemployment cost.

**LEGAL:** It is the City Council policy that new positions be approved by City Council.

**Department/Responsible Party:** Bruce Peterson, Planning and Development Services

Reviewed by: Larry Kruse, City Administrator

**Enclosures:** Draft Permit Technician/Stormwater Compliance Officer Job Description

## Permit Technician/Stormwater Compliance Officer

**Position Title:** Permit Technician/Stormwater Code Enforcement

**Department:** Planning and Development Services

**Department Head:** Director of Planning and Development  
Services

**Immediate Supervisor:** Same

**Pay Range:** 5 **FLSA Status:** Non-exempt

APPROVED: _____
REVISED: _____
REVISED: _____
REVISED: _____

### Purpose

Performs limited construction plan review and permitting for the Department. Performs a variety of field and office work necessary to implement and ensure compliance with the City's stormwater management plan and state requirements.

### Organizational Relationships

Reports to: Director of Planning and Development

Communicates with: *Internally* – City Administrator, other Department Directors, Administrative Assistant, City Attorney, Mayor and City Council, Department staff, other City personnel;

*Externally* – MPCA, Municipal Utilities staff, MN Departments of Public Safety and Health, MN State Building Code Division, architectural firms, County offices/personnel, MN Building Permit Technician Association, contractors, property owners and general public.

Supervises: None

### ESSENTIAL FUNCTIONS

1. Permit Technician
  - a. Prepare and process conditional use permits, plats, rezoning variances and ordinances: type various notices, legal descriptions, publish notices, notify property owners, and file/record with County Recorder.
  - b. Assist with issuance of building, plumbing, excavation and zoning permits. Perform limited residential plan review and issue permits.
  - c. Prepare monthly building reports: record and calculate permits, type, enter parcel numbers in County system, copy and distribute.
  - d. Assist with Departmental Annual Report.
  - e. Maintain building inspection files, permits and handouts.
  - f. Attend continuing education courses to keep current on code changes and maintain certification.
2. Stormwater Code Enforcement
  - a. Perform regular site visits to all construction within the City for verification of compliance of the City's stormwater code enforcement program.
  - b. Issue warnings and citations for stormwater violations and complete follow-up as needed for investigative reports outlining violations and recommendations for prosecution.
  - c. Implementation and maintaining construction project tracking and stormwater violation tracking with multiple department staff.
  - d. Monitor construction sites for compliance with stormwater ordinances and other City documents.
  - e. Maintain records relative to inspections, enforcement activities and field data collection.
  - f. Remain current with regulatory requirements.

## Permit Technician/Stormwater Compliance Officer

**Position Title:** Permit Technician/Stormwater Code Enforcement

**Department:** Planning and Development Services

**Department Head:** Director of Planning and Development  
Services

**Immediate Supervisor:** Same

**Pay Range:** 5 **FLSA Status:** Non-exempt

APPROVED	_____
REVISED:	_____
REVISED:	_____
REVISED:	_____

### Other Duties and Responsibility's:

Performs other related duties as assigned by supervisor or as apparent.

### Machines, Tools and Equipment Used:

City vehicles and office equipment such as telephone, calculator, fax and copier.

### Required Knowledge, Skills and Abilities:

Working knowledge of applicable federal and state statutes, City ordinances, departmental policies and procedures, and relevant reference materials.

Knowledge of the Department's structure and operation and City's overall structure.

Attention to accuracy and detail.

Effective written and oral communication skills.

Skilled in a variety of computer software applications such as word processing.

Ability to work effectively with the public, contractors, regulatory agencies and staff.

Skilled in assembling data and preparing accurate records and reports.

Skilled in organizing and managing work flow.

### MINIMUM QUALIFICATIONS

High school degree and post secondary clerical training. Certification as Permit Technician within one year. Minimum of two years experience in office environment.

### WORKING CONDITIONS

Work is performed indoors in a typical office setting and outdoors. Operates a City vehicle for regular transportation needs. Sits for extended periods of time. Stands, walks, and performs a variety of physical movements while conducting field inspections. Noise in work place is usually quiet but may be exposed to louder noises at work sites. Uses large and fine motor skills. Uses different types of vision and hearing to perform field and office work.