

CITY ADMINISTRATOR

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

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

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

Organizational Relationships

Communicates with: *Internally* - All department directors and City employees, MUC staff, Rice Hospital staff, the Mayor and council members, various board/commission/ committee members, and the City Attorney; *Externally* - County Administrator and officials, other city administrators, numerous state agencies, state legislators, League of Minnesota Cities staff, school district personnel, labor attorney, bond attorney, bond consultant and other contracted consultants, Convention and Visitors Bureau Director, 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.

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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.

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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.

Section 2.08. Appointive offices of the Council.

Subdivision 1. [City Administrator.] The City Council shall appoint an officer of the City who shall be called the City Administrator and shall approve the appointments of other Department Head positions that from time to time may be deemed appropriate. Such person shall perform the duties required by the City Council and such duties, including the enforcement of the City charter, shall be enumerated in a city Ordinance.

ORDINANCE NO. 989

AN ORDINANCE ESTABLISHING THE POSITION OF CITY ADMINISTRATOR IN THE CITY OF WILLMAR.

The City of Willmar does ordain as follows:

Section 1. POSITION OF CITY ADMINISTRATOR ESTABLISHED. The position of City Administrator is hereby established in the City of Willmar.

Section 2. DUTIES AND RESPONSIBILITIES OF THE CITY ADMINISTRATOR. The City Administrator shall have the following duties and responsibilities:

1. He shall exercise supervision, authority and control over all departments and divisions of the City, except Rice Hospital, the Municipal Utilities Commission and the Legal Department.
2. He shall oversee and supervise the hiring, discipline and removal of all employees of the City of Willmar, except hiring, discipline and removal of Municipal Utilities employees, Rice Hospital employees, and employees of the Legal Department. Hiring, discipline and removal of Department Heads shall be subject to approval of the City Council. His duties under this paragraph shall be subject to applicable Civil Service Regulations and other City ordinances.
3. He shall inquire that all laws, regulations and ordinances of the City are enforced.
4. He shall attend all meetings of the City Council, and such committee meetings of the Council as requested.
5. He shall make recommendations to the Council for adoption of such ordinances and resolutions as are in the best interests of the City and to insure and provide for the welfare and well being of the residents of the City.
6. He shall monitor and oversee all contracts which the City is party to, to insure that they are performed in accordance with their terms.

7. He shall cause financial statements of the City to be prepared on a regular basis to keep the Mayor and Council advised of the financial standing of the City.

8. Within the time parameters established by the City Charter and State Statute, he shall coordinate the preparation and submission to the Council of the annual budget.

9. Along with the Mayor, he shall execute all contracts in the name of the City of Willmar.

10. He shall be responsible for the negotiation and settlement of all labor contracts of the City.

11. He shall coordinate all municipal programs and municipal activities of the City.

12. He shall coordinate the relationship between the City and the news media.

13. He shall make application for all state and federal funds available to the City through grant programs.

14. He shall perform such other duties as the City Council may, from time to time, direct.

Section 3. EFFECTIVE DATE. This Ordinance shall be effective upon its adoption and second publication, or on January 1, 1991, whichever date is later.

This Ordinance introduced by Councilman: Enockson
This Ordinance introduced on: October 3, 1990
This Ordinance published on: October 9, 1990
This Ordinance given a hearing on: October 17, 1990
This Ordinance adopted on: October 17, 1990
This Ordinance published on: October 23, 1990



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 4
Meeting Date: May 13, 2015
Attachments: Yes No

CITY COUNCIL ACTION

Date: May 18, 2015

- Approved
- Amended
- Other
- Denied
- Tabled

Originating Department: Administration

Agenda Item: City Administrator Vacancy

Recommended Action:

Background/Summary: The City Administrator vacancy requires an action plan to be adopted by the City Council. Attached are the authorizing City Charter Section, City Ordinance, and Job Description. The Ordinance and Job Description should be reviewed for additions or deletions.

The process to fill the vacancy can be either an external or internal process. An **external** process would require staff to prepare an RFP for consultant services to control the process from advertising, collecting applicants' resumes through guiding the Council on interview day. The advantages for candidates are 1) perceived protection of private data for applicants not making the final selection and 2) an assumed ~ two-year salary protection offered by the consultant firm to the top, selected candidate in case of an early dismissal by the Council. The disadvantage is the near \$20,000 cost. (\$4,000 is advertising reimbursements).

The **internal** process would require staff to prepare advertising documents, place ads in appropriate associations and websites, collect applicant resumes, and prepare Council interviewing packets. The advantage is lower costs. The disadvantage would be the reverse of items 1) and 2) above (however, the protection of private data is only their perception as the City protects private data on unselected applicants).

Alternatives:

Financial Considerations:

Preparer: Kevin Halliday, Interim City Administrator

Signature:

Comments: