

**CITY OF BYRON MINNESOTA
CITY ADMINISTRATOR POSITION DESCRIPTION**

POSITION TITLE: City Administrator

REPORTS TO: City Council

PAY EQUITY PTS: 483

SUPERVISES: Department Heads

FLSA Status: Exempt

LOCATION: City Hall

Job Purpose Summary: This position is responsible for the administration of all City departments and to carry out the directives and policies as set by the Byron City Council.

1. Carries out the directives of the City Council by coordinating the operations of the City departments.
2. Keep informed of federal, state and county programs, which affect the City. Maintain considerable knowledge of laws governing municipalities and of federal and state programs.
3. Advise and assist the City Council on all matters of municipal concern, provide information to assist them in making the best decision possible.
4. Ensures that the City ordinances, resolutions, policies and other directives are properly interpreted, administered, and implemented; coordinating with City department heads as required.
5. Evaluate potential projects, programs and services to determine feasibility and community impact and make recommendations to the Council.
6. Serves as a clearinghouse for concerns of citizens; conveying to appropriate departments as necessary, and addressing in an appropriate manner.
7. Represent the Council in negotiations of grievances or other differences resulting from interpretation of contracts or (with Council approval) agreements and/or other policy practices or precedents.
8. Plans, develops and directs personnel programs, policies and procedures which will encourage the development of full work potential and work interest of each employee in City government.
9. Coordinate and assess the impacts of potential ordinances, policies, procedures, etc and make recommendations to the City Council for approval.
10. Determines budgetary guidelines while collaborating with the Finance Director and department heads to make recommended budget approval and provides guidance on financial decisions.
11. Work closely with department heads to make or recommend organizational changes in staffing as well as other changes in administration as may be justified to assure maximum efficiency and high standards of performance.
12. Department heads will report to the City Administrator and will coordinate responsibilities

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of the whole as well as administer performance reviews for the department heads. Provide input on performance reviews of employees who report directly to the department heads.

13. Act as a liaison with commercial, industrial and other business developer's, business owners, local associations and any other organizations that may be practical and necessary in the areas related to economic development.
14. Assist in the development of short and long-range plans for economic development, evaluate potential projects and determine feasibility and community impact and make recommendations to City Council.
15. Oversees and ensures the Finance Director provides documentation monthly/quarterly to advise the City Council on the financial condition of the City.
16. Keeps informed on all aspects of municipal government, and researches new and different ways to keep the City running as efficiently as possible.
17. Represents the City and maintains liaison between all federal, state, regional, county, township agencies; as well as local organizations within the City
18. Lead by example, personal integrity and ethical work practices which will provide a standard of conduct for all City personnel.
19. Performs other duties and assumes other responsibilities as necessary or delegated by the City Council.

Work Environment:

Works in a well lit, well ventilated and temperature controlled office. Noise level is at a minimum. Limited travel is required.

Worker Requirements:

To be fully qualified and meet performance expectations, an individual must be able to perform every essential function. Reasonable accommodations may be made to enable individuals with disabilities to perform all essential functions established for the position.

Skills Involved:

The ability to consistently apply skills learned through formal preparation and/or closely related work experiences as noted herein.

Schedules and Other Conditions:

While performing the essential functions of the position, an individual will be subject to variable working hours.

Physical Demands:

Performing essential functions of the position regularly requires the employee to remain seated in the normal position for extended periods of time with occasional lifting or carrying of objects

from five to twenty pounds. This position requires the ability to listen, express and/or exchange ideas.

Mental Abilities:

Position requires well-developed learning ability. Ability to read text of considerable difficulty; writing skills are required at a level consistent with text designed to persuade. Verbal communication needs to be at the level of resolving conflicts, grievances or technical disputes on complex or on occasion emotional issues. Math skills at a level consistent with performing algebraic operations and some advanced techniques used in analysis and planning. Reasoning ability needs to be at a level consistent with solving difficult to identify problems, where facts may be insufficient or misleading, requiring extensive inquiry or research extending into unrelated work areas. Solutions require integration of information and considerable independent judgment. Overall complexity of this position is high.

Personal Attributes:

Adaptability to perform in situations involving the interpretation of feelings, ideas or facts in terms of personal viewpoint; adaptability to influence people about opinions, attitudes or judgments about ideas or things; adaptability to perform repetitive work according to set procedures and sequence or pace; adaptability to perform under stress when confronted with critical or unusual situations; and ability to work cooperatively with a variety of people to accomplish work demands according to established timetables. The ability to coordinate with the work of others so they may proceed with confidence in a timely manner.

Minimum Qualifications for the Position: Graduation from an accredited four-year college or university with a degree in public administration, political science, urban studies, business management or a closely related field and more than five (5) years' experience in municipal government functions, including three (3) of those years in a leadership or supervisory role. Previous experience in city administration is very essential.

A Master's degree from an accredited college or university is preferred.

- Knowledge of computer applications and the ability to learn/operate software.
- Written, verbal and public communication skills.
- Valid Minnesota driver's license or the ability to obtain one in a reasonable period.

Additional, Desirable Qualifications for the Position:

- Experience with progressive responsibilities in municipal positions or of equal duties in the public sector.
- Organizational skills.
- Public relations skills.
- Computer skills
- Familiarity with laws governing municipalities.