

CITY OF RAMSEY POSITION ANALYSIS

POSITION TITLE: Deputy City Administrator /
Director of Community Development

DEPARTMENT: Administration

**POSITION TITLE OF
IMMEDIATE SUPERIOR:** City Administrator

FLSA STATUS: Exempt

PRIMARY OBJECTIVE OF POSITION:

The primary objectives of this position include assisting the City Administrator in the overall administration of City affairs and, at the direction of the City Administrator, providing support to the City Council. Responsibilities will also include supervision of the Administrative Services and Community Development staff, organizational and facilities planning, overseeing and evaluating community development programs, marketing and development of the COR and future developments. In addition, this position also provides budget preparation, strategic goal setting, coordination of public relations activities, implementation of the City's technology plan, and responding to public inquiries as needed.

This position oversees Community Development and Administrative Services functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- A. Assist the City Administrator in overseeing operations including organizational and facilities planning.
- B. Supervise and oversee Administrative Services and Community Development staff.
- C. Develop, market, and oversee current and future economic and community development programs and services pursuant to policy direction from the City Administrator and the City Council.
- D. Represent the City at meetings and in working with various governmental and community agencies, boards and task forces, and other organizations.
- E. Prepare, implement and monitor annual department budgets and work plans.
- F. Direct, coordinate, receive and respond to public inquiries/relations concerning areas of responsibility and those not related to specific City departments.

- G. Oversee community festival.
- H. Perform a wide range of tasks at the verbal or written direction of the City Administrator or City Council.

TASKS RELATED TO SPECIFIC RESPONSIBILITIES:

A. Assist the City Administrator in overseeing operations including organizational and facilities planning.

- 1. Monitor daily, routine operations of the City and intervene to solve problems when necessary.
- 2. Act as City Administrator in the City Administrator's absence.
- 3. Handle inquiries related to City operation as needed.

B. Supervise Administrative Services and Community Development staff.

- 1. Supervise, advise and coordinate interdepartmental activities and relations.
- 2. Supervise and oversee the functions of the Human Resources Representative, the IT Manager, the Economic Development and Marketing Manager, the Deputy City Clerk, the Permit Technician, the Senior Planner, and the Planning/Admin Intern.
- 3. Oversee the Building Division's contracted Building Official/Inspector(s) and functions.
- 4. Ensure timely completion of both routine and special projects.
- 5. Define and assign responsibilities, allocate resources and coordinate the activities of department staff to meet objectives efficiently and effectively and ensure maximum utilization of all assigned staff.
- 6. Direct the activities of individuals and groups toward the accomplishment of meaningful objectives using leadership and employee development strategies while adapting approach to different situations.
- 7. Define and communicate performance standards and evaluate employee performance.
- 8. Evaluate work procedures, processes and schedules for efficiency and effectiveness and initiate redesign as needed.
- 9. Assist managers in the development and implementation of major initiatives.

C. Develop, market, and oversee current and future economic and community development programs and services pursuant to policy direction from the City Administrator and City Council.

- 1. Direct and manage all operations and functions related to community and economic development.
- 2. Supervise the development review process.
- 3. Assist staff in interpreting and applying City code requirements to cases which do not fit the norm.
- 4. Oversee enforcement activities related to zoning and building.
- 5. Coordinate and oversee development and maintenance of up-to-date information for development prospect, e.g. land availability, area demographics, markets, taxes and financing options.
- 6. Negotiate with developers regarding desired development and available assistance.
- 7. Assist in design of effective assistance packages for expanding and new businesses.

8. Administer contract for Economic Development consulting services.
9. Ensure that all development is in accordance with the City's Comprehensive Plan and land use ordinances.
10. Ensure that reporting and records related to development are done accurately, thoroughly, on-time and retained in an orderly, accessible manner.
11. Network, meet, follow-up and maintain contact with prospective developers/business prospects.
12. Review development agreements.
13. Coordinate with Public Works on transportation enhancements.

D. Represent the City at meetings and in working with various governmental and community agencies, boards and task forces, and other organizations.

1. Serve as point of contact and liaison for a variety of organizations including, but not limited to, LOGIS/SAC, League of MN Cities, Anoka County, school districts, surrounding communities, Happy Days Committee, QCTV, the Crisis Response Plan, Chamber of Commerce, and the AMM.
2. Attend meetings, handle telephone calls, or other logistics related to involvement in these organizations.
3. Represent City on various boards, commissions, task forces, intergovernmental and joint powers groups.
4. Maintain extensive contact with existing City businesses and prospective commercial and industrial developers, and other agencies concerned with economic and community development.
5. Develop and maintain effective working relationships with representatives of other jurisdictions, agencies and organizations.

E. Prepare, implement and monitor annual department budgets and work plans pursuant to policy direction from the City Administrator and City Council.

1. Assist divisions with development of short and long range budget goals related to growth management, land use, housing, transportation, parks, trails and open spaces, public facilities, solid waste and recycling, and economic development.
2. Review, revise, approve, and monitor division work plans and budgets.
3. Monitor and evaluate performance of economic development consultant and effectiveness of economic development strategies.
4. Monitor expenditures in all divisions to ensure activities are performed within budget.
5. Oversee grant writing activities that supplement City funds.
6. Review and make recommendations in the areas of elections, facilities, equipment, personnel, and administration.
7. Review and update capital improvements budget annually.
8. Monitor department budgets on an ongoing basis.

F. Direct, coordinate, receive and respond to public inquiries/relations concerning areas of responsibility and those not related to specific City departments.

1. Oversee the City's "Responsible Authority" for Data Practices requests and provide appropriate information to staff, Council, and residents.
2. Prepare news releases.
3. Prepare *Ramsey Resident* newsletter.
4. Serve as staff liaison for community festival.

G. Oversee the Community Festival.

1. Supervise staff responsible for coordinating the event.
2. Provide direction with regard to use of resources and community involvement
3. Review and oversee budget for event(s)

H. Perform a wide range of tasks (within the ability and resources of the Deputy City Administrator / Director of Community Development) at the verbal or written direction of the City Administrator.

MINIMUM QUALIFICATIONS:

- A. Bachelor's Degree in Public Administration, Industrial Relations, or a closely related field. Master's Degree is preferred.
- B. Two years supervisory experience and/or two years as a Department Head.
- C. Seven years experience in municipal government.
- D. Experience in personnel administration.
- E. Ability to communicate effectively and tactfully in written and oral form. (English)
- F. Ability to establish and maintain effective working relationships with contractors, public officials, staff and public.
- G. Ability to resolve conflicts with public or within work place.
- H. Ability to use independent judgement
- I. Ability to perform essential position functions under the working conditions as described.
- J. Valid unrestricted class D state driver's license with a good driving record.

Created June 26, 2009

Updated January 2012

JOB ACTIVITY REQUIREMENTS

	Very Important (Mandatory - you must do it to perform job)	Important (Usually required for the job but not mandatory)	Slightly Important (Sometimes needed to perform job)	Not Important (Do not need it to perform job)
Physical Activities:				
1. Standing	_____	_____	X	_____
2. Sitting	X	_____	_____	_____
3. Walking	_____	X	_____	_____
4. Lifting	_____	_____	X	_____
5. Pushing/Pulling	_____	_____	X	_____
6. Carrying	_____	_____	X	_____

7. Climbing	_____	_____	_____	<u> X </u>
8. Kneeling (bending leg at knee and resting on knee)	_____	_____	_____	<u> X </u>
9. Crawling (moving about on hands and knees)	_____	_____	_____	<u> X </u>
10. Crouching (bending at knees)	_____	_____	<u> X </u>	_____
11. Bending at waist	_____	_____	<u> X </u>	_____
12. Reaching (extending hands and arms in any direction)	_____	_____	<u> X </u>	_____
13. Handling objects (grasping, turning or otherwise using hands or hand)	_____	<u> X </u>	_____	_____
14. Repetitive hand motion	<u> X </u>	_____	_____	_____
15. Use of arm muscles over extended periods	_____	_____	_____	<u> X </u>
16. Use of leg muscles over extended periods	_____	_____	_____	<u> X </u>
17. Overhead work (over shoulder height)	_____	_____	_____	<u> X </u>
18. Stationary desk or bench work with neck bent forward	<u> X </u>	_____	_____	_____

Are the following weights lifted? If yes, describe.

0 - 10 pounds _____

What object(s) are lifted:

Manuals, books, files.

11 - 24 pounds X

25 - 34 pounds _____

From what height to what height?

35 - 50 pounds _____

 1 to 3 feet.

51 - 74 pounds _____

75 - 100 pounds _____

Are the following weights carried? If yes, describe.

How far are these weights carried?

- 0 - 10 pounds _____
- 11 - 24 pounds X
- 25 - 34 pounds _____
- 35 - 50 pounds _____
- 51 - 74 pounds _____
- 75 - 100 pounds _____

 1 foot to 100 feet.

Job requires:

- | | | |
|---|-------------------|------------------|
| Working outdoors? | <u> </u> Yes | <u> X </u> No |
| Working indoors? | <u> X </u> Yes | <u> </u> No |
| Operating forklifts, dangerous machinery or vehicles? | <u> </u> Yes | <u> X </u> No |
| Supervising other employees? | <u> X </u> Yes | <u> </u> No |
| Working with chemicals? | <u> </u> Yes | <u> X </u> No |
| Working near fumes/vapors? | <u> </u> Yes | <u> X </u> No |