

City Administrator Draft Professional Development Plan for 2016

Community Involvement

- Attend meetings of Planning Commission, Park and Recreation, Charter, and EPB to give a City update at least twice per year (e.g., citizen survey results, “state of the City”, strategic plan update).
- Schedule joint meetings with the City Council and the above commissions, in order to continue to foster good relations with these boards.
- Initiate three meetings with community stakeholders (i.e., local businesses and civic groups).

Leadership

- Assist Council in developing City “vision”
- Continue regular City Administrator’s Corner in newsletter.
- Develop and present at least three presentations about the “vision” of Ramsey to bring greater awareness, enhance City’s image, and promote economic development.
- Continue to learn, develop, and demonstrate constructive conflict techniques
- Take a leadership role in multi-community efforts (e.g., Highway 47, Highway 10, QCTV)

Mayor and Council Support

- Assist Council in developing City “Vision”
- Promote and encourage Council attendance at local, regional, and state policy meetings (i.e., League of Minnesota Cities, North Metro Mayors, Anoka County Officials)
- Assist staff in the preparation of staff reports, so that each identifies the strategic planning priorities, resources, options, and constraints.

Fiscal Management

- Work to develop the role, mission, and metrics of the EDA in order to align with City strategic priorities.
- Review City’s long-term parks and trails operations and capital needs.

Communication

- Provide regular and timely updates to the City Council (“before it hits the news” standard).
- Create and implement a City Communications Plan, seek feedback from City Council and other stakeholders as to improvements
- Quarterly individual check-in with each Council member.
- Strategic Plan Update, quarterly, as part of Council agenda.
- More effectively communicate the year-end update, strategic plan status report, and balanced score card.

Staff Development

- Develop a training and development plan for employees that can be consistently applied across the organization
- Participate in Labor/Management Committee to address priority work place needs based upon employee survey.
- Create development plans that meet the needs of future City leaders, by:
 - Providing an on-going quarterly training opportunity for the staff *leadership team*.
 - Having each direct-report complete an assessment survey tool for professional growth and development.

Review by City Council December 8, 2015