

## City of Ramsey – Position Description

**Position Title:** Deputy City Administrator

**Department:** Administrative Services/Community Development

**Reports to:** City Administrator

**FLSA Status:** Exempt

**Date:** June 1, 2014

**POSITION SUMMARY:** The Deputy City Administrator is responsible for the planning and implementation of assistance programs for development and redevelopment of residential, commercial and industrial lands that help shape a vibrant, sustainable community. In addition, the Deputy City Administrator works to provide cross functional administrative project leadership, capital development project administration, and management analysis for the organization. This draft position description is not a complete description of the role of the Deputy City Administrator. Staff will provide additional information when this position is reviewed with the City Council.

### **PRINCIPAL ACCOUNTABILITIES:**

Values-based management: The Community Development Director is expected to model behavior and maintain a culture that is consistent with the City's organizational core values of Ethics and Integrity, Fiscal Responsibility, Cooperation and Teamwork, Open and Honest Communications, Excellence and Quality in the Delivery of Services, Treating People with Respect and Fairness, and Adaptability and Continuous Learning. These values are the foundation of all decisions.

Mission-focused strategic direction: The Community Development Director effectively working with staff, City Council, appointed Commissioners and external partners, is responsible for helping plan and implementation of the residential and commercial development for the city.

Voice of the City's Community Development: The Community Development Director is the 'go to person' for the City for professional planning advice about residential and commercial development projects, questions and issues.

Fiscal health and accountability: The Community Development Director is responsible for helping to maintain the fiscal health and transparency of residential and commercial development projects.

### **MINIMUM JOB QUALIFICATIONS:**

Bachelor's degree in Urban Planning, Land Use Planning, Public Administration, or a closely related field and more than five years professional experience in leading/managing development and marketing initiatives within a community or experience related to Community Development; or municipal planning and development experience.

### **Desirable Qualifications:**

Master degree in Urban Planning or a closely related field and proven municipal planning experience.

### **SUPERVISION: DIRECTION RECEIVED and/or GIVEN**

Reports to the City Administrator; exercises significant collaboration with Leadership Team staff and strategic partnerships, and manages approximately 10 staff and contract employees.

## City of Ramsey – Position Description

### **ESSENTIAL ENVIRONMENTAL FACTORS**

Valid State of Minnesota driver's license with a good driving record or the ability to obtain a Minnesota license within 90 days. Traveling throughout the City and regional area is required.

This job description does not necessarily list all functions or accountabilities of the job. The City reserves the right to revise and update job descriptions at any time.

### **TOOLS AND EQUIPMENT USED**

Typical standard office equipment is used including multi-line phone, copier, fax, PC, printers, etc. Proficiency in using computers – word processing, excel sheets, PowerPoint, GIS, and databases.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, an employee is regularly required to sit; talk or hear, in person, in meetings and by telephone; use hands to figure, handle, feel or operate standard office equipment; and reach with hands and arms. The employee is frequently required to walk and stand. Specific vision abilities required by this position include close vision and the ability to adjust focus.

### **PROFESSIONAL DEVELOPMENT**

It is expected that the Community Development Director participates in regional and state meetings and conferences to stay abreast of trends and technology related to community development, subject to available funding.

### **REPRESENTATION - PUBLIC HEARINGS AND MEETINGS**

It is required that the Community Development Director attends and participates at the following meetings of (Environmental Policy Board, Planning Commission, Work Sessions, City Council committees, and City Council and other outside meetings as assigned or requested.)

This position prepares agendas, develops development/policy options and makes presentations to the Environmental Policy Board, Planning Commission and City Council.

## City of Ramsey – Position Description

<b>Essential Functions</b>	<b>Essential Accountabilities</b>	<b>Knowledge, Skills, and Abilities</b>
<b>Technical and Business Knowledge</b>	Community Development	<ul style="list-style-type: none"> <li>• Proven knowledge and practical application of community development in the public sector</li> </ul>
<b>Community Development Planning</b>	Long Range Planning	<ul style="list-style-type: none"> <li>• Proven long range planning skills and experience in directing and implementing the Comprehensive Plan for a City</li> <li>• Proven planning skills of developing healthy, mixed-use residential strategies for a City</li> <li>• Demonstrated ability to research and keep abreast of economic trends; monitor local, state and federal legislation and regulations that impact community development</li> <li>• Ability to apply and submit grant applications and other funding opportunities to further a city's community development</li> <li>• Ability to coordinate with a regional planning organization such as the Metropolitan Council</li> </ul>
<b>Organizational Management</b>	Operations <ul style="list-style-type: none"> <li>• Ensure department's goals are being measured and achieved</li> <li>• Ensure allocation of resources across competing priorities</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrated ability to deliver quality community development services</li> <li>• Proven effective delegation skills</li> <li>• Proven ability to manage execution</li> <li>• Knowledge of management and operation's principles and practices as they apply to the public sector</li> </ul>
<b>Fiscal Management</b>	Budget and Finance <ul style="list-style-type: none"> <li>• Administer the approved department's budget</li> <li>• Help increase the City's taxable property market value</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrated knowledge of budgeting, accounting, and government financing, particularly capital improvement financing mechanisms</li> <li>• Demonstrated budget management skill; use of financial and quantitative data</li> <li>• Demonstrated knowledge of sound fiscal practices</li> </ul>
<b>Human Resources</b>	Department Structure and Design <ul style="list-style-type: none"> <li>• Ensure appropriate department design and structure</li> <li>• Ensure the department is maximizing its employees' talents and skills</li> <li>• Provide coaching for performance improvement and development</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to design an effective department structure</li> <li>• Ability to staff effectively; build a team whose members have complementary strengths</li> <li>• Ability to recruit and maintain excellent employees; matching individuals to jobs</li> <li>• Ability to anticipate long-term staffing needs</li> </ul>
<b>Communications</b>	Communications Planning and Implementation	<ul style="list-style-type: none"> <li>• Ability to communicate effectively orally and in writing with architects, contractors, developers, builders, residents, commercial business owners, the public, staff, Planning Commission and City Council</li> <li>• Ability to prepare communication articles for website and The Resident Newsletter</li> <li>• Ability to develop community development materials that are easy to read and informative</li> </ul>
<b>Planning Programs and Services</b>	Community Development Programs and Services <ul style="list-style-type: none"> <li>• Land Use Applications</li> <li>• Building Permit Applications</li> <li>• Building Inspections</li> <li>• Maintenance Standards Enforcement</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to develop and manage exemplary community development programs and services</li> <li>• Ability to execute outstanding client-driven services</li> <li>• Ability to design/redesign processes that deliver cost-effective programs/services</li> <li>• Ability to provide timely issuance of building permits and completion of inspections to ensure code compliance</li> </ul>
<b>Real Estate and Development</b>	Real Estate Transactions	<ul style="list-style-type: none"> <li>• Proven experience of delivery timely and detailed submittal of review projects</li> <li>• Ability to negotiate and implement development agreements for new and redevelopment agreements including</li> </ul>

## City of Ramsey – Position Description

		coordination of housing subsidy requirements, property acquisition, relocation efforts, site preparation, and related actions.
--	--	--

Essential Functions	Essential Accountabilities	Knowledge, Skills, and Abilities
<b>Community Development Finance</b>	Develop Community Development financial packages that are balanced by customer requirements and city resources	<ul style="list-style-type: none"> <li>Proven business knowledge of available public and private financing resources including local bank financing, state assistance, and other funding sources</li> </ul>
<b>Deal Making</b>	Contract Negotiations	<ul style="list-style-type: none"> <li>Proven negotiation skills</li> <li>Demonstrated decisive and effective decision making skills</li> </ul>
<b>Growth Development</b>	Development <ul style="list-style-type: none"> <li>Land use, growth management, commercial, residential, and redevelopment</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrated knowledge and experience in progressive land use, growth management, community development and housing redevelopment</li> </ul>
<b>Customer Service</b>	Internal and External Clients <ul style="list-style-type: none"> <li>Ensure that client requests and concerns are effectively and efficiently responded to</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrated highly interpersonal skills; effectively listening and providing timely responses</li> <li>Proven experience in providing timely responses and keeping key people informed</li> </ul>
<b>Relationship Management</b>	Client Relations <ul style="list-style-type: none"> <li>Cultivate positive relationships with all key strategic stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>Ability to build relations; tolerance for differing points of view and personalities</li> <li>Ability to work effectively with staff and government agencies and strategic partners (Metropolitan Council, Anoka County, State Legislature, Minnesota Housing Finance Agency and others)</li> </ul>
<b>Administration Management</b>	Regulatory Reporting	<ul style="list-style-type: none"> <li>Ability to comply with all reporting and statutory requirements</li> <li>Ability to ensure that the City Comprehensive Plan meets the Metropolitan Council objectives and activities and is in compliance with the City Code</li> </ul>
<b>Team-Based Organization</b>	Team Player	<ul style="list-style-type: none"> <li>Proven experience in building, participating and/or leading teams in a performance-based environment</li> <li>Ability to coordinate activities of others to meet the requirements of the city's community development and redevelopment projects</li> </ul>