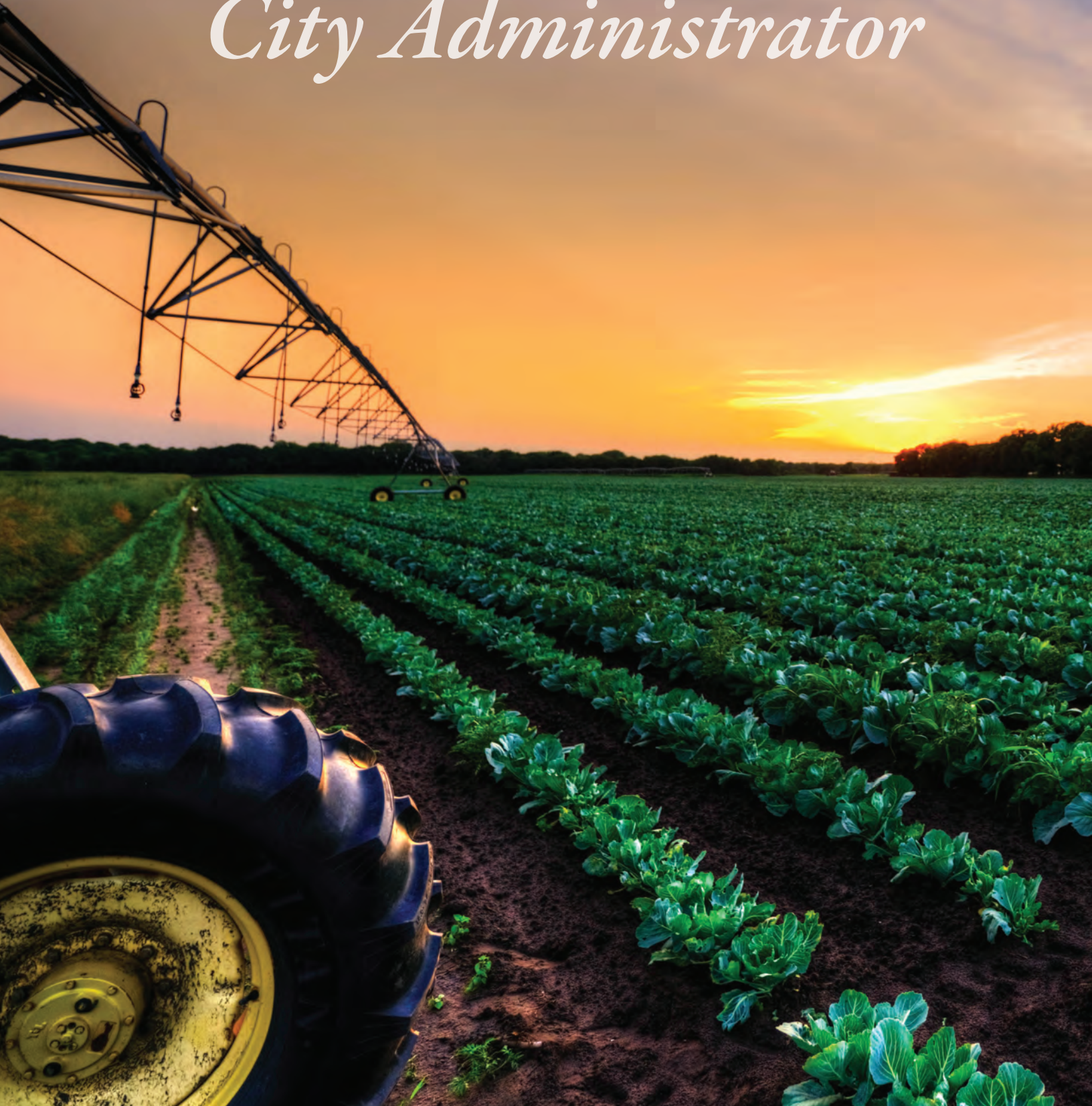


RAMSEY

City Administrator





Community Profile

Ramsey is a suburban city located in the northwestern part of Anoka County, with a population of approximately 27,550. Two rivers dominate its borders, the Rum River and the Mississippi River.

The first settlement in Ramsey began because of trading along the banks of the Mississippi. Many settlers came here on a steamboat called The Governor Ramsey, named after our first territorial governor, from which the City reportedly acquired the name.

Many people have chosen to live in Ramsey because of its rural character, wetlands, wildlife, parks, recreation and the housing choices. Ramsey is a mixture of farms, large-lot single family, urban single-family and multi-family homes with a range of prices that appeals to a wide variety of people.

Two school districts now serve Ramsey - Elk River #728, and Anoka-Hennepin #11. Students from both districts regularly exceed the state average on the Minnesota Basic Standards in math, reading and writing, and score well above the national average on college entrance exams.

The City is expected to grow by approximately 10,000 people over the next 20 years. Economic Development continues to be a priority for the City. With nearly 7,000 employees working in Ramsey everyday, new industrial and retail growth may add an additional 5,000 employees over the next 20 years. We are proud of our commitment to attract economically and environmentally sound commercial development.

Ramsey is committed to manage future growth to provide a high quality of life, enhanced employment opportunities and a stable tax base. Looking ahead, the City is working toward retail and commercial growth that includes restaurants, shopping, entertainment and additional employment opportunities.



Our Values

Ethics and Integrity
Fiscal Responsibility
Cooperation and Teamwork
Open and Honest Communications
Excellence and Quality in the Delivery of Service
Treating People with Respect and Fairness
Adaptability and Continuous Learning

Our Vision

Ramsey will be a secure, citizen-driven, collaborative community that respects the balance and connectivity between its unique suburban, rural and natural environments.

Our Mission

To work together to responsibly grow our community and to provide quality, cost-effective and efficient government services.

Our Objectives

Financial Stability
A Balance of Rural Character and Suburban Growth
An Active and Connected Community
Smart, Citizen-Focused Government
An Effective Organization





Job Description

City Administrator

Salary Range: 138,111 - 172,639

Reports To: The City Council

The City Administrator is the chief administrative officer of the City and is responsible for all aspects of the City's organizational health and effectiveness. This position is responsible for the daily administration and coordination of all City affairs in accordance with the City Charter, City Code, ordinances, resolutions and directives from City Council.

Principal Accountabilities

Values-based Leadership:

The City Administrator 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 actions and decisions.

Mayor and Council Support:

The City Administrator will respond promptly and effectively to Council requests and directives; as well as provide timely, useful and accurate information for policy decisions. This requires drafting ordinances, resolutions and policies for City Council consideration utilizing the City Attorney and other staff members as needed.

Mission-focused Strategic Direction:

The City Administrator, effectively working with staff, City Council, appointed Commissioners and external partners, is responsible for planning the direction of the organization. This position is the gatekeeper of the City's mission and values.

Voice of the Organization:

The City Administrator is the professional face and voice of the organization and is responsible for ensuring alignment and consistency of the organization's goals and strategies. This position is responsible for ensuring alignment and consistency of all staff and City Council communications and for staff training and management necessary to fulfill this objective.

Principal Accountabilities

High-Impact Results:

The City Administrator must manage the organization's resources and people to achieve the highest possible impact on the organization's mission. The City Administrator must be an improvisational leader and adapt as necessary to provide effective City management.

Fiscal Health and Accountability:

The City Administrator is responsible for ensuring and helping to maintain the fiscal health and transparency of the City's organization.

Organizational and Professional Development:

The City Administrator is responsible for developing and maintaining an organization capable of fulfilling the strategic plan. This requires an on-going assessment of future challenges and opportunities, organizational design, depth and succession planning. The City Administrator is responsible for helping staff grow to their potential and achieve their highest possible impact toward the organization's mission. The City Administrator will develop and maintain internal performance systems that maintain accountability and encourage high-level performance.

Supervision: Direction Received and/or Given

The City Administrator reports to the City Council and exercises general supervision over all City employees through department heads as well as selected non-management staff.

Tools and Equipment Used

Typical standard office equipment is used including multi-line phone, copier, fax, PC, printers, etc.

Essential Environmental Factors

Valid State of Minnesota driver's license with a good driving record or the ability to obtain a Minnesota driver's 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 Administrator may be asked by the City Council to perform additional duties and tasks. The City Council reserves the right to revise and update job descriptions at any time.

Professional Development

It is expected that the City Administrator participates in regional, state and national meetings and conferences to stay abreast of trends and technology related to City programs, services and operations.



Essential Functions

The examples listed does not include all duties performed by this position.

Leadership – Lead by example; foster a motivated and cohesive senior management team; encourage openness to change; demonstrate decisive and effective decision-making.

- Demonstrates collaborative, team-oriented management style.
- Encourages and facilitates strong two-way communication.

Organizational Management – Ensure the effective and efficient delivery of quality City services; promote progressive practices; recruit, motivate and retain quality employees.

- Oversees and coordinates the operation of all departments to ensure that citizens receive high quality service.
- Acts as the final authority on all personnel actions subject to approval by the City Council including, but not limited to, hiring, severe disciplinary action and dismissal.
- Develops and issues administrative rules, policies, and procedures necessary to ensure proper functioning of all departments.

Mayor & Council Support – Responds promptly and effectively to Council requests and directives; provides timely, useful and accurate information for policy decisions.

- Advises the City Council on matters of public policy

- Plans, organizes and administers City operations to ensure a coordinated and efficient effort to meet goals and objectives as established by the City Council.
- Drafts City ordinances, resolutions, and policies for City Council consideration utilizing the City Attorney and other staff members as needed.
- Interprets and enforces laws, ordinances, policies, and rules; implements City Council directives.
- Attends and participates in all City Council meetings and other official meetings as needed.

Fiscal Management – Ensure the City's long-term capacity to deliver quality services at a reasonable price; administer the approved budget according to City Council policy and sound fiscal practices.

- Coordinates and directs department heads in the development, presentation and administration of the annual operating budget.

Customer Service – Ensure that citizen requests and concerns are effectively and efficiently responded to and resolved; cultivate positive relationships with our residents and businesses.

Community Relations – Promote a positive image of the City within the community; represent City interests and foster cooperative associations with residents, business owners, other agencies and the media.

Other - Performs other duties and assumes other responsibilities as apparent or assigned.





Knowledge, Skills and Abilities

- Knowledge of laws, rules, and regulations applicable to City government.
- Knowledge of budgeting, accounting and government financing, particularly capital improvement financing mechanisms.
- Knowledge of management principles and practices as they apply to public sector management including personnel management and organizational development.
- Knowledge and experience in progressive land use, growth management and economic development/redevelopment.
- Knowledge of cooperative community and labor relations techniques.
- Ability to communicate effectively and establish effective working relationships with elected officials, staff, other public officials and the public including making formal presentations.
- Ability to supervise staff and delegate work.

Job Qualifications

- Master's degree in public administration, business, finance (or related field) and seven to ten years of executive leadership experience, or a combination of education and broad work experience acceptable to the City Council.
- Proven leadership to motivate and drive an organization to excellence including bringing the staff and customers together.
- Proven experience as either a City Administrator/ City Manager, CEO, senior private sector business executive, preferably in a high growth company or a community of similar size or larger than Ramsey.
- Fostering relationships with employees to create a positive customer service experience while also managing the operations, directing staff and facilitating overall excellence.

City of RAMSEY

