

**CITY OF RAMSEY
POSITION ANALYSIS**

Position Title: City Administrator

Department: Administrative Services

Title of Immediate Supervisor: City Council

FLSA Status: Exempt

POSITION SUMMARY: 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. The 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 between the organization's goals, strategies and all of her/his direct communications and public statements. This position is also responsible for ensuring that the same alignment and consistency in all staff and City Council communications, and for staff training and reinforcement necessary to fulfill this requirement.

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 to help 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

Reports to the City Council; exercises general supervision over all City employees through department heads as well as selected non-management staff.

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.

TOOLS AND EQUIPMENT USED

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

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 and 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 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 may not include all duties performed by this position.

1. Leadership – lead by example; foster a motivated and cohesive senior management team; encourage openness to change; demonstrate decisive and effective decision-making.
 - a. Demonstrates collaborative, team-oriented management style.
 - b. Encourages and facilitates strong two-way communication.
2. Organizational management – ensure the effective and efficient delivery of quality city services; promote progressive practices; recruit, motivate and retain quality employees.
 - a. Oversees and coordinates the operation of all departments to ensure that citizens receive high quality service.

- b. 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.
 - c. Develops and issues administrative rules, policies, and procedures necessary to ensure proper functioning of all departments.
3. Mayor & Council support – respond promptly and effectively to council requests and directives; provide timely, useful and accurate information for policy decisions.
 - a. Advises the City Council on matters of public policy
 - b. Plans, organizes and administers City operations to ensure a coordinated and efficient effort to meet goals and objectives as established by the City Council.
 - c. Drafts City ordinances, resolutions, and policies for City Council consideration utilizing the City Attorney and other staff members as needed.
 - d. Interprets and enforces laws, ordinances, policies, and rules; implements City Council directives.
 - e. Attends and participates in all Council meetings and other official meetings as needed.
 4. 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.
 - a. Coordinates and directs department heads in the development, presentation and administration of the annual operating budget.
 5. Customer service – ensure that citizen requests and concerns are effectively and efficiently responded to and resolved; cultivate positive relationships with our residents and businesses.
 6. 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.
 7. Performs other duties and assumes other responsibilities as apparent or assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

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

MINIMUM 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 experience providing equivalent knowledge. Proven experience as either a City Administrator/City Manager or senior executive, preferable in a high growth community of similar size or larger than Ramsey. Working knowledge of city government operations and functions. Working knowledge in software required to optimally conduct business in a city organization that includes accounting, finance, measurement reporting, and website related software systems.

DESIRED QUALIFICATIONS

~~1. To be determined based on City Council discussion. Master's degree in public administration, business, finance, or a related field.~~

~~2.1. _____~~

Revised October 1992

Revised October 1993

Revised April 2007

Revised July 2009 – Added driving requirement.

Updated February 2022

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	_____	_____	_____	X _____
8. Kneeling (bending leg at knee and resting on knee)	_____	_____	_____	X _____
9. Crawling (moving about on hands and knees)	_____	_____	_____	X _____
10. Crouching (bending at knees)	_____	_____	_____	X _____
11. Bending at waist	_____	_____	X _____	_____
12. Reaching (extending hands and arms in any direction)	_____	X _____	_____	_____
13. Handling objects (grasping, turning or otherwise using hands or hand)	X _____	_____	_____	_____
14. Repetitive hand motion	X _____	_____	_____	_____

	<u>Very Important</u> (Mandatory - you must do it to perform job)	<u>Important</u> (Usually required for the job but not mandatory)	<u>Slightly Important</u> (Sometimes needed to perform job)	<u>Not Important</u> (Do not need it to perform job)
15. Use of arm muscles over extended periods	_____	_____	X	_____
16. Use of leg muscles over extended periods	_____	_____	X	_____
17. Overhead work (over shoulder height)	_____	_____	X	_____
18. Stationary desk or bench work with neck bent forward	X	_____	_____	_____

Are the following weights lifted? If yes, describe.

<p>0 - 10 pounds <u> X </u></p> <p>11 - 24 pounds _____</p> <p>25 - 34 pounds _____</p> <p>35 - 50 pounds _____</p> <p>51 - 74 pounds _____</p> <p>75 - 100 pounds _____</p>	<p>What object(s) are lifted:</p> <p>Property files, agendas, reference books.</p> <p>From what height to what height?</p> <p><u> 1 </u> to <u> 6 </u> feet.</p>
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Are the following weights carried? If yes, describe.

<p>0 - 10 pounds <u> X </u></p> <p>11 - 24 pounds _____</p> <p>25 - 34 pounds _____</p>	<p>How far are these weights carried?</p> <p><u> 1 </u> foot to <u> 20 </u> feet.</p>
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