

POSITION TITLE:	City Administrator	Job Class 29
DEPARTMENT:	Administration	
ACCOUNTABLE TO:	Mayor and City Council	
EMPLOYMENT STATUS:	Exempt	
DATE:	September 1, 2020	

DESCRIPTION OF WORK:

This is an exempt position that serves at the pleasure of the Mayor and City Council as the City's Chief Administrator of operations. Accountable to the Mayor and Council for the operation of the city organization including the supervision of employees and implementation of the Council's policies. Exercises general and administrative supervision over all City employees either directly or through subordinated supervisors. Performs reasonable administrative and supervisory work coordinating and directing City government operations – performs related duties as required.

ESSENTIAL JOB FUNCTIONS:

- Supervises all City staff directly or indirectly through subordinate supervisors; ensures accountability of staff and directs personnel action, subject to Council approval, on hiring, severe disciplinary action, and dismissal.
- Through Council policy and at the direction of the Mayor; in collaboration with the Finance Director prepare and submit the annual budget and capital improvement plan; keeps Council informed of the financial condition of the City and recommends actions as appropriate.
- Shall provide guidance in interpreting laws, ordinances, policies, and rules; drafts proposed City ordinances and proposed policies for Council approval. Shall ensure all local, state, and federal laws, as well as acts of the Council are faithfully executed.
- Works collaboratively with staff for the Wabasha Port Authority, included but not limited to, ensuring WPA staff have support staff to assist in grant writing, administrative duties, and project work as needed.
- Attends and participates in all Council meetings and other Commission meetings as needed. Assists Mayor in preparation of Council agendas, researches and prepares recommendations for Council agenda/approval. Represents the City with other governmental agencies, other organizations, and citizens of City.
- Negotiate and manage contracts for various projects or services provided by or done on behalf of the city.
- Communicate with local and federal legislators on impending legislation or lobby on behalf of legislation that benefits the city or region.
- Participate in various organizations that help support the city and region.

KNOWLEDGE, SKILLS AND ABILITIES:

Administrator shall be knowledgeable in but not limited to the following areas:

- Local, state, and federal laws that are applicable to City government.
- Basic budgeting and accounting practices.
- Management principles and practices, personnel management, recruitment and retention, mentoring, and being a team leader.
- Community development and engagement.
- Collaborate with City planning and zoning administration.
- Effective communication skills with staff, Council, contractors and public

MINIMUM QUALIFICATIONS:

Four-year Bachelor's Degree in Administration or minimum 5 years' experience in a closely related field with 3 years as department head level or higher. Experience in community development and engagement.