

**CITY OF GAYLORD
POSITION DESCRIPTION**

POSITION: City Administrator

COUNCIL APPROVED: September, 2019

REPORTS TO: City Council

STATUS: Full-Time, Annual Salary, Exempt

PURPOSE AND SCOPE

To serve as the Chief Administrative Officer of the City with authority and responsibility to plan, control and direct the administration of City affairs. To serve as the Planning and Zoning Administrator and Economic Development Director with all the inherent responsibilities and authorities to provide for the orderly growth and development of the City of Gaylord.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The listed responsibilities may not include all duties performed by the individual in this position.

1. Advise and assist the City Council on all matters of municipal concern, provide information to assist them in making the best decision possible.
2. Ensures that the City ordinances, resolutions, policies and other directives are properly interpreted, administered, and implemented; coordinating with City department managers as required.
3. Directs enforcement of ordinances, resolutions, and other directives of the City Council.
4. Relieves the Council members of as much administrative detail as possible, so that they may devote as much of their time as possible to policymaking.
5. Prepares agendas for the City Council, Planning Commission, Economic Development Authority meetings and other boards & commissions as needed with supporting documentation and makes recommendations to these groups for their decision-making process.
6. Keeps an accurate record of all City Council, Planning Commission and Economic Development Authority proceedings, and the proceedings of other boards and commissions as needed.
7. Serves as a clearinghouse for concerns of citizens; conveying to appropriate departments as necessary, and addressing in an appropriate manner.
8. Represent the Council in negotiations of grievances or other differences resulting from interpretation of contracts or agreements and/or other policy practices or precedents.
9. Manages and organizes all departments of City, personnel, equipment and facilities to assure the level of service desired by the City Council and the community is being provided.
10. Plans, develops and directs (with Council approval) personnel programs, policies and procedures which will encourage the development of full work potential and work interest of each employee in City government.
11. Continually monitors the organization and administration of the various City departments and the services they are providing to determine whether desired or intended outcomes are being achieved.
12. Makes or recommends organizational changes in staffing as well as other changes in administration as may be justified to assure maximum efficiency and high standards of performance.
13. Serves as the Zoning Administrator for the City, meets and confers with the Planning Commission and contracted professionals to insure orderly development of the City according to the vision in our Comprehensive Plan.
14. Issues zoning permits, administers zoning ordinance with the assistance of administrative staff.
15. Serves as the City's Human Resources Coordinator: administering discipline, conducting performance evaluations as required, maintains thorough documentation of personnel actions and promotes harmonious relationships between City employees. Conducting the interview and hiring process of new employees and termination of employees (with Council participation)
16. Oversees the Deputy City Clerk to ensure maintenance of all employee files to make sure they are accurate and current and up to date.
17. Serves as the Economic Development Director providing information and assistance to existing and potential businesses and industry to promote expanding, locating or relocating within the City.

18. Research and analyze prospective sites for growth within the City.
19. Act as a liaison with commercial, industrial and other business developer's business owners, local associations and any other organizations that may be practical and necessary in the areas related to economic development.
20. Search for and reach out to potential people and organizations to bring business to the City.
21. Assist in the development of short and long-range plans for economic development, evaluate potential projects and determine feasibility and community impact and make recommendations to City Council.
22. Research, apply and administer any appropriate grants or loan opportunities available for commercial and industrial developments, redevelopments, rehabilitation programs or any other funding sources for economic development.
23. Oversees and ensures the City Clerk/Finance Officer provides documentation monthly to advise the City Council on the financial condition of the City.
24. Develop the annual City Budget with assistance from the City Clerk/Finance Officer, department supervisors and other entities as needed for presentation, review and consideration by the City Council.
25. Work with the City Clerk/Finance Officer to properly invest the tax payer's dollars.
26. Oversees implementation of Capital Improvements Plan for physical assets of the City.
27. Oversee implementation of infrastructure planning with the City Engineer to keep moving on the current needs of the City.
28. Oversees, reviews, and controls all disbursements to see that they are in line with the City budget and have been properly authorized according to the City Purchasing Policy.
29. Ensures City administration's participation in regular operation of numerous departments including Police, Fire and Ambulance Departments, either through direct participation or through other agents of City administration.
30. Keeps informed on all aspects of municipal government, and research new and different ways to keep the City of Gaylord running as efficiently as possible.
31. Represents the City and maintains liaison between all federal, state, regional, county, township agencies; as well as local organizations within the City of Gaylord.
32. Coordinates all public relation activities of the City of Gaylord, optimizing public outreach and public input.
33. Lead by example, personal integrity and ethical work practices which will provide a standard of conduct for all City personnel.
34. Performs other duties and assumes other responsibilities as necessary or delegated by the City Council.

KNOWLEDGE, SKILLS AND ABILITIES

1. Excellent organizational and customer service skills with the ability to handle multiple projects at one time with changing priorities.
2. Excellent verbal and written communication skills.
3. Strong PC skills (e.g. Word, Excel) and a thorough knowledge of office procedures.
4. Excellent knowledge of City programs, municipal government policies and operations.
5. Working knowledge of financing, land acquisition, rules and regulations related to economic development and financing.
6. Working knowledge of Tax Increment Financing.
7. Advanced ability to establish and maintain effective working relationships with other City staff, elected officials, and the general public.
8. Advanced ability to research and analyze data, determines alternatives, and makes recommendations.
9. Outstanding Leadership Abilities.
10. Proven ability to get things done and move on to the next project in an orderly fashion.
11. Proven ability to reach out to other organizations and work on joint projects in the community.
12. Proven ability to research and secure different kinds of grants for various projects within the City.

ADDITIONAL REQUIREMENTS

1. Proven ability to maintain confidentiality.

2. Proven ability to work well under pressure and meet strict deadlines.
3. Professional demeanor and appearance at all times.
4. Positive and optimistic personality committed to completing projects.
5. Innovative and fresh perspective and passion for development and growth in the City.

MINIMUM REQUIREMENTS

1. Bachelor's Degree in degree in Public Administration, Business Administration or a closely related field.
2. Valid Minnesota Class "D" Drivers License.
3. Five (5) years previous advanced administrative and management experience.

DESIRABLE QUALIFICATIONS

Previous experience in an administrative management leadership position.
 Previous experience in municipal government.
 Previous supervisory experience.

NOTE TO EMPLOYEE: The undersigned Employee acknowledges that they have read and understand this *Position Description*, which includes the *Physical and Environmental Factors List* for the position. Furthermore, that a copy of this *Position Description* will be provided to the Employee and the signed original will be placed in their personnel file. Finally, that this *Position Description* shall define their position indefinitely unless later amended and duly adopted, at which time this same procedure shall be followed.

Mayor

Date

Employee

Date