



## POSITION DESCRIPTION

<b>Position Title</b> City Administrator	<b>Position Status</b> Regular Salaried, Non-Union
<b>Department / Accountable To</b> Mayor and City Council	<b>Revision Date</b> November 13, 2025

### POSITION SUMMARY

The City Administrator performs responsible administrative and managerial work coordinating and directing City government staff, operations and services; manages and maintains the City's financial accounts and investments; provides leadership to City staff; and assists the City Council in defining, establishing and attaining overall goals and objectives for the City. The position is responsible for the quality of service provided to Long Lake's residents and business community by City staff and consultants.

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by the City Administrator. The City Administrator may be requested to perform job-related tasks other than those specifically presented in this description.*

1. Acts as the managing administrative officer for the City and coordinates the administration of all City programs and services consistent with City Council policy and direction. Develops and implements administrative policies and guidelines in cooperation with the City Council, and communicates all policies and guidelines to City staff and consultants. Directs and supervises the City Clerk in the communication of official City plans, policies and procedures to the general public. Ensures that City projects and programs are managed and implemented appropriately.
2. Keeps the City Council informed of all developments/activities that affect the City and provides accurate and timely information to the Council.
3. Attends and actively participates in City Council meetings and other official City Commission/Board meetings as needed. Provides information, facts, guidance, and sound recommendations with rationale to the Council or other Commission/Board; and ensures directives of the City Council are implemented.
4. Prepares and oversees the preparation of City ordinances, resolutions, policies and procedures. Independently prepares reports, recommendations and resolutions for review or action by the City Council; and presents recommendations and requests for action at City Council meetings. Executes official forms and documents on behalf of the City.
5. Coordinates meetings and represents the City Council as directed with any other governmental agencies and associations. Represents the City at official or semi-official functions, or at City community events, as may be needed or directed by the Council. Stays abreast of developments in the public administrative field and cooperates with government units and municipalities on matters of mutual interest and potential benefit to the City. Coordinates City activities with surrounding cities and other governmental or non-governmental agencies as needed.
6. Supervises and manages all City staff directly or through department supervisor(s) to achieve goals within available resources and assure productivity by all employees. Evaluates employee performance, reviews progress and directs changes as needed. Issues instruction to assign or follow

up on duties; and examines work for conformance to policies, procedures, and City standards. Assures plans, policies and procedures are communicated to all City employees; and holds regular staff meetings. Resolves issues between employees as they arise. Recommends the hiring, suspension, and termination of City employees as provided by law to the City Council. When necessary, exercises the authority to discipline employees under the Administrator's direct supervision, or as requested by a department head. Evaluates City operations and recommends changes in staffing or organizational structure to maintain quality service levels. Periodically reviews the City's Personnel Policy (Employee Handbook) and recommends changes to the City Council as needed. Annually reviews the City's compensation plan (salary pay plan) and recommends changes and compensation adjustments for City employees to the City Council.

7. Coordinates the work of the City's appointed attorney, consulting engineer, consulting planner, and financial advisors; and recommends changes to the City Council in consulting services as appropriate.
8. The City contracts for Police services and is a partner in a Joint Powers Agreement for fire services. The City Administrator works collaboratively with the contract Police Chief and current Fire Chief on an ongoing basis, monitors quality of service under the contracts, and provides service or contract related updates to the City Council as needed.
9. Works with the City Council and City department heads to prepare the annual City budget, and provides expense/revenue histories and budget worksheets to assist in budget review and development prior to preliminary and final levy adoption. Supervises the certification of the preliminary and final City levy to Hennepin County. Enters the adopted budget into the financial system. Provides departments with a copy of the approved budget and with monthly budget updates. Coordinates publication of budget summaries as required by the state or county. Assures that assigned areas of responsibility are performed within budget; and assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
10. Effectively manages the City's finances and investments. Maintains the City's accounting system, subsidiary financial systems, city-wide chart of accounts, journal entries, and revenue/expenditure ledgers. Is responsible for accounts payable and receivable, ensuring coding and posting to accounts. Assists in preparation of any assessment rolls, and coordinates accuracy of special assessment information with Hennepin County. Works with outside agents on cash investments, ensuring City funds are invested according to legally approved investment practices, and that City funds and assets are managed and invested appropriately. Maintains and oversees the City's invoice/billing system for all non-utility invoicing and performs timely collection of delinquent invoices. Oversees all City utility billing functions.
11. Coordinates all annual and mid-year financial audits. Prepares audit correspondence, assembles audit information and reports for the City's independent auditors, prepares year-end adjustments to financial ledger balances, reviews the draft audit report, and coordinates the presentation of annual audit to the City Council.
12. Coordinates the annual preparation of LMCIT and workers' compensation insurance applications. Maintains current policies/statements of value for City equipment, buildings, vehicles, and property. Prepares payments for liability, property, and workers' compensation claims and premiums. Prepares workers' compensation audit and final premiums.
13. Computes and prepares biweekly payroll and reports. Coordinates benefit and payroll information for City staff, informs employees of benefit and insurance changes, coordinates annual benefits

enrollment, and prepares year-end W2s and 1099s. Maintains familiarity with alternative or supplemental sources of revenue, including federal and state aids, loans, grants, and other opportunities. Presents information and submits recommendations to the City Council for actions necessary to take advantage of such sources.

14. Coordinates the timely completion and publication of annual Tax Increment Financing (TIF) Reports for submission to the state auditor. Reviews the status of TIF Districts, coordinates the issuance and payment of Tax Increment Revenue notes on projects, and participates in the closing of TIF Districts in collaboration with the City's TIF financial consultant.
15. Performs other duties as assigned or apparent.

#### **MINIMUM QUALIFICATION REQUIREMENTS**

- Bachelor's degree in Public Administration or related field with 3 to 5 years of progressively responsible experience in municipal government, including supervisory experience; or alternatively, an Associate of Applied Science (AAS) degree in accounting or Certified Public Accountant (CPA) licensure with 5 or more years of progressively responsible experience in municipal government, including service as a department head.
- Experience with Banyon Data Systems financial accounting software modules is strongly preferred.
- Must possess a valid driver's license and the ability to drive legally and safely.
- Must be able to work evenings or weekends when necessary, and to be reasonably available to respond in emergency situations as needed.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

##### *Knowledge of:*

- The functions, organization, staffing, administrative practices, and operations of municipal government.
- The principles of municipal government accounting, budget preparation and administration, government finance policies and procedures, and tax increment financing.
- State and Federal rules and regulations relating to municipal government.
- Organization and function of municipal government and the ordinances, regulations, and policies controlling its operation.
- Human resource, payroll, and labor relations laws, principles and practices.
- The basic principles of planning and zoning.

##### *Skill in:*

- Oral and written communication.
- Prioritizing work activities.
- Organization and time management.
- Public relations and office management.
- Observation and decision-making.
- Resourcefulness in problem solving and research activities.
- Computer and mobile device use, Microsoft Office applications, accounting software, copier/scanner equipment, and office phones.

##### *Ability to:*

- Communicate clearly, effectively, and tactfully, both orally and in writing, including making formal presentations.

- Make arithmetic computations using whole numbers, fractions and decimals.
- Research and analyze complex or technical information, utilize resources, develop alternatives, and prepare and present reports. Ability to assemble, organize, and present statistical, financial, and factual information derived from a variety of sources in both written and oral form.
- Direct and motivate staff in a manner to promote and facilitate cooperation, teamwork, and communication between City staff, City departments, and the City Council.
- Promote and develop positive community relations and effective working relationships with City staff, elected/appointed public officials, other governmental agencies, business owners or representatives, and the general public.
- Maintain confidentiality when applicable; read, interpret, understand and enforce laws, rules, regulations, policies and procedures.
- Analyze, interpret and enforce laws, rules, regulations and policies affecting administrative operations in a municipality.
- Respond to questions and concerns, mediate disputes, and determine appropriate action to resolve a wide variety of municipal issues.
- Objectively and tactfully address sensitive or controversial issues, while offering solutions and alternatives that recognize expressed concerns.
- Develop goals and objectives, and ensure accountability in all City functions.
- Maintain regard for the safety and welfare of self and other employees.

#### **PHYSICAL DEMANDS**

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

While performing the duties of City Administrator, the employee is required to talk, hear, sit, stand, and walk; use hands to handle or operate objects, devices, tools, or controls; and reach with hands and arms. It may occasionally be necessary for the employee to stoop, kneel, crouch, or crawl.

The employee must have a working ability to sit or stand for long periods of time and to use fine motor skills for writing, computer, and mobile device use. Required vision abilities include close vision, distance vision, and peripheral vision.

The employee must occasionally lift and/or move up to 30 pounds.

#### **WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

While performing the duties of this job, the employee regularly works indoors in an office setting with moderate noise levels.

#### **EXAMPLES OF PERFORMANCE CRITERIA**

- Establishes effective working relationships with others.
- Under the supervision of the City Administrator, City employees perform at a high level of productivity in day-to-day operations, and in carrying out the policies and direction of the Council.
- Improves efficiency of assigned duties.
- Consistently maintains clear and effective communication throughout the City organization.
- Continually displays skill in oral and written communication, including during presentations.

- Maintains a positive and solid reputation for service with the City's residents and business owners.

**SELECTION GUIDELINES**

Review of completed City Employment Application and resume; review of education and experience; one or more oral interview(s); an in-person communication skills review; and a successful background check determine final candidate selection.

The examples of duties included in this position description are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the City (employer) and the employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.