

# **BEMIDJI CITY COUNCIL**

## ***Special Work Session Meeting***

**Monday, October 6, 2014**

**City Hall  
Conference Room  
5:30 P.M.**



1. CALL TO ORDER
  
2. REVIEW CITY MANAGER JOB DESCRIPTION
  
3. ADJOURNMENT

***NOTE: All cellular telephones, pagers and BlackBerry devices to be switched to a non-audible function during Council and Committee meetings.***

# CITY OF BEMIDJI

## CITY MANAGER

Department: Administration  
Division:  
Effective Date: October 2009

Pay Grade: Negotiated  
Union: None  
Location: City Hall

### GENERAL PURPOSE

Performs high level administrative, technical and professional work in directing and supervising the administration of city government.

### SUPERVISION RECEIVED

Works under the broad policy guidance of the City Council.

### SUPERVISION EXERCISED

Exercises supervision over all municipal employees either directly or through subordinate supervisors.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

**The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements or duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.**

- ◆ Manages and supervises all departments, agencies and offices of the city to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.
- ◆ Provides leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.
- ◆ Provides professional advice to the city Council and department heads; makes presentations to councils, boards, commissions, civic groups and the general public.
- ◆ Communicates official plans, policies and procedures to staff and the general public.
- ◆ Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- ◆ Determines work procedures, prepares work schedules, and expedites workflow; studies

and standardizes procedures to improve efficiency and effectiveness of operations.

- ◆ Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.
- ◆ Maintains harmony among workers and resolves grievances;
- ◆ Performs or assists subordinates in performing duties; adjusts errors and complaints.
- ◆ Prepares and/or contracts for a variety of studies, reports and related information for decision-making purposes.
- ◆ Appoints and removes all department heads, officers, and employees of the city, except members of the council.
- ◆ Sees that all laws and ordinances are faithfully enforced.
- ◆ Prepares and submits a preliminary and final annual City budget. Administers the adopted budget of the City.
- ◆ Advises the City Council of financial conditions and current and future city needs.
- ◆ Attends all meetings of the Council at which attendance may be required by the Council.

#### **PERIPHERAL DUTIES**

- ◆ Recommends for adoption by the council such measures as manager may deem necessary or expedient.
- ◆ Prepares and submits to the council such reports as may be required by that body or as manager may deem it advisable to submit.
- ◆ May serve as the head of one or more departments of city government.

#### **MINIMUM QUALIFICATIONS**

##### **Education and Experience:**

Masters degree in public administration, political science, business management of a closely related field, and five (5) years of experience as a municipal administrator or Bachelor's degree in one of the above areas and 10 years experience as a municipal administrator.

##### **Necessary Knowledge, Skills and Abilities:**

- (a) Considerable knowledge of modern policies and practices of public administration; working knowledge of municipal finance, human resources, public works, public safety, and community development..
- (b) Skill in preparing and administering municipal budgets; skill in planning, directing and administering municipal programs; skill in operating the listed tools and equipment.

- (c) Ability to prepare and analyze comprehensive reports; ability to carry out assigned projects to their completion; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, city officials and the public; ability to efficiently and effectively administer a municipal government.

### **Special Requirements**

- (a) Must have valid driver's license.
- (b) Must be bondable.

### **TOOLS AND EQUIPMENT USED**

Requires frequent use of personal computer, including word processing and spreadsheet programs; calculator, telephone, copy machine and fax machine.

### **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 made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately quiet.

### **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

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

# City Manager

Dept/Div: City Manager Office/N/A

FLSA Status: *Exempt*

## General Definition of Work

Performs complex executive work planning and directing City government functions, ensuring proper operations, staff and budgeting, advising and assisting the City Council on operations and governance, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the Mayor and City Council. Organizational supervision is exercised over all personnel within the organization.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

## Essential Functions

Plans and directs City government functions as established by federal and state laws, City Charter, City ordinances and the City Council.

Manages and supervises all City departments, divisions and functions including administrative services, public works, public housing, police services, fire services, code services, parks and recreation, community and government relations.

Plans, develops, prepares and coordinates short- and long-term plans.

Coordinates department activities with other departments and agencies as needed.

Collects, reviews and prepares written reports, presentations and recommendations to the City Council and various boards and committees, civic groups and the general public.

Advises the City Council on financial conditions and current and future City needs.

Provides recommendations to the City Council regarding policies, staffing levels, budgets and other matters requiring City Council action.

Oversees the planning, preparing, recommending and administering of the annual City budget.

Identifies community needs; develops strategies, programs and resources to meet those needs.

## Knowledge, Skills and Abilities

Comprehensive knowledge of public administration principles and practices; comprehensive knowledge of municipal finance practices; comprehensive knowledge of municipal corporation laws, ordinances and regulations; ability to write clear and concise reports, memoranda, directives and letters; ability to analyze complex problems and develop comprehensive plans from general instructions; ability to meet the public and to discuss problems and complaints; ability to plan and direct the work of operating departments; ability to establish and maintain effective working relationships with department heads, City Council, civic and business leaders, associates and the general public.

## Education and Experience

Bachelor's degree with coursework in public administration, political science, business management, economics, or related field and extensive experience in municipal government, or equivalent combination of education and experience. Master's degree preferred.

## Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting and using hands to finger, handle or feel, frequently requires walking and reaching with hands and arms and occasionally requires standing and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and

## City Manager

observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

### Special Requirements

Valid driver's license.

Last Revised: 10/15/2012



## POSITION PROFILE

**Effective Date:** September 2014

**Position Title:** City Manager

**Status:** Exempt

**Department:** City Manager

**Approved:** \_\_\_\_\_

**Accountable to:** City Council

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### **Primary Objectives**

Acts as chief administrative officer for the City; directs, manages and evaluates city operations, services and staff according to established ordinances, policies and procedures of the Council and/or Minnesota law; acts as chief financial officer for the City; advises the City Council on sound public policy and staffing to ensure the effective and timely delivery of City services; ensures laws, ordinances and resolutions of the City are enforced; performs related duties as required.

### **Supervision Received**

Receives policy direction from the City Council as a whole.

### **Supervision Exercised**

Provides administrative supervision to department heads and through them to all City staff; is final authority on hiring and firing.

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*The following are intended only as illustrations of various types of work performed, and are not necessarily all-inclusive. The job description is subject to change as the needs of the employer and requirements of the job change.*

### **MAJOR AREAS OF ACCOUNTABILITY**

- \* 1. Oversees and directs the provision of municipal services through effective leadership and delegation to key department and division personnel to assure the highest level of service to the community; ensures all laws and ordinances of the City are duly enforced.
- \* 2. Represents the City in contacts with persons, agencies and businesses relative to various City matters, including development and provision of services, handling of resident concerns, etc.; delegates liaison responsibility for such matters to key personnel as appropriate; maintains good public relations with the citizens of the community; works collaboratively with other public agencies, cities, counties, etc. and participates in community associations and events.
- \* 3. Continually evaluates results being achieved as the basis for counsel, guidance and recommendations to the Council relative to level of services, projecting fiscal needs, bonding requirements, etc.; establishes organizational and planning priorities with the Council to achieve established objectives; manages the City for not only fiscal soundness, but also for long term economic and environmental impacts on the community, while protecting open spaces, sensitive environments and wildlife.

- \* 4. Counsels and directs key management personnel in establishing short- and long-range goals and objectives to ensure provision of satisfactory services at the most favorable cost; assigns, directs and evaluates the work of department heads.
- \* 5. Focuses significant attention on redevelopment issues and recommends or implements new ideas for redevelopment.
- \* 6. Effectively manages City funds and assets and ensures effective investment of available funds; coordinates and directs department heads in the development, presentation and administration of the annual budget and five-year capital improvement plan; ensures sound financial and accounting policies, practices and controls are in place.
- \* 7. Oversees and approves administrative and personnel policies to ensure effective management of the City and compliance with relevant laws and regulations.
- \* 8. Approves all hiring, promotion, salary adjustments, changes to organizational structure, dismissals, promotions, demotions, performance evaluations and suspension of more than 30 days; oversees personnel actions taken by department heads; serves as final internal decision-maker on employee grievances.
- \* 9. Establishes and maintains methods of communications to ensure personnel receive reliable, timely information required to effectively perform assigned duties and responsibilities.
- \* 10. Creates an organizational climate in which department or division heads and other supervisory personnel make the most productive use of all available resources; fosters a respectful, positive safe work environment for all staff.
- \* 11. Acts as a liaison and City representative with private sector groups, school district, professional organizations, adjacent communities, and metropolitan, state and national organizations where City interests are involved.
- \* 12. Attends meetings of the Council and fully informs and advises them on all significant matters and important activities and developments that they will need to know to perform effectively as City Council members, including but not limited to informing and advising them on policies, government affairs, financial conditions and needs of the City.
- \* 13. Oversees or directs personnel matters for the City; creates and maintains a positive working environment to foster high productivity and favorable labor relations; negotiates or delegates the negotiation of terms and conditions of employee labor contracts and submits for Council approval.
- \* 14. Oversees or delegates oversight of consultant and contract work performed for the City; coordinates the activities of the City Attorney.
- \* 15. Keeps current in new developments, ideas and methods in public administration and recommends or implements those appropriate to the City of Maplewood.



- \* 16. Executes contracts, official documents and agreements as needed or required.
- \* 17. Maintains personal integrity and ethical work practices that will set and maintain the standard of conduct for all City personnel.
- 18. Performs other duties as needed or as directed by the City Council.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- \* > Thorough knowledge of the management principles and practices used in the public sector.
- \* > Considerable knowledge in land use, economic development and planning.
- \* > Considerable knowledge of program development and management and project management.
- \* > Considerable knowledge of municipal services and operations.
- \* > Considerable knowledge of state and federal laws, City ordinances and policies and regulations as they apply to City government.
- \* > Considerable knowledge of budget development and administration.
- \* > Considerable knowledge of effective customer service practices.
- \* > Working knowledge of safety laws, regulations and practices that apply to the City as an employer.
- \* > Working knowledge of PC-based computers including a basic understanding of networks, hardware and software typically used in office environments.
- \* > Considerable skill in financial management, budgeting and planning.
- \* > Thorough ability to communicate effectively, both orally and in writing, with elected officials, business leaders, developers, contractors, City staff, and the general public including making formal presentations.
- \* > Considerable ability to direct, advise and manage staff and oversee personnel matters.
- \* > Considerable ability to manage change and develop solutions to problems.
- \* > Considerable ability to develop, plan, organize, implement and monitor goals, objectives, programs, and policies.
- \* > Considerable ability to provide effective leadership, promote teamwork and motivate staff.
- \* > Considerable ability to establish and maintain a positive and effective working relationship with the general public, City Council, commissions, other governmental agencies, contractors, businesses and City staff and to deal effectively with people of all backgrounds.
- \* > Considerable ability to involve the public in a positive and collaborative manner and to actively seek input on interests and preferences.
- \* > Considerable ability to research and analyze information, utilize resources and develop alternatives.
- \* > Considerable ability to use creativity and sound judgment to resolve differences and respond to challenges. Ability to exercise considerable tact, diplomacy and knowledge of political issues in working with City Councilmember's, businesses, special interest groups and staff who may have differing concerns.
- \* > Considerable ability to effectively promote the City.
- \* > Considerable ability to see, read, understand a variety of written documents and computer screens.
- \* > Considerable ability to use fine motor skills to write and/or type and to operate a personal computer.
- \* > Considerable ability to maintain a good driving record and drive safely and legally.
- \* > Working ability to hear and speak when communicating with a large variety of people and to sit for long periods of time.

\* Note: Asterisked items are essential to the job.

### **MINIMUM QUALIFICATIONS**

- A bachelor's degree in public administration, business administration, management or a related field.
- Eight years of progressive local government leadership experience, including at least five years of which was at a management level.
- Must possess and maintain a valid Minnesota driver's license or equivalent out-of-state license.

### **PREFERRED QUALIFICATIONS**

- A master's degree or other advanced education.
- Experience as a City Manager (or Administrator), or an Assistant City Manager (or Administrator).

## **City of Grand Rapids Job Description**

**Job Title:** City Administrator  
**Department:** Administration  
**FLSA Status:** Exempt  
**Approved By:**  
**Approved Date:**

**Summary:** Performs complex executive and professional work directing and supervising the administration of city government, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the City Council. Organizational supervision is exercised over all personnel within the organization.

**Essential Duties and Responsibilities** include the following. The duties listed are intended only as illustrations of the various types of work that may be 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 that position. Other duties may be assigned.

- Manages and supervises all departments, agencies and offices of the city to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.
- Provides leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.
- Provides professional advice to the City Council and department heads; makes presentations to councils, boards, commissioners, civic groups and the general public.
- Communicates official plans, policies and procedures to staff and the general public.
- Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.
- Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.
- Maintains harmony among workers and resolves grievances; performs or assists subordinates in performing duties; adjusts errors and complaints.
- Prepares a variety of studies, reports and related information for decision-making purposes.
- Appoints and removes all department heads, officers, and employees of the city, except members of the Council.

- Sees that all laws and ordinances are faithfully performed.
- Prepares and submits a preliminary annual City budget. Administers the adopted budget of the City.
- Advises the City Council of financial conditions and current and future city needs.
- Attends all meetings of the Council at which attendance may be required by the Council.
- Recommends for adoption by the Council such measures as manager may deem necessary or expedient.
- Prepares and submits to the Council such reports as may be required by that body or as manager may deem it advisable to submit.
- May serve as the head of one or more departments of city government.

**Knowledge, Skills, Abilities and Competencies Required:** The requirements listed below are representative of the knowledge, skill, ability and/or competency sets required to complete the essential functions at a satisfactory level.

**Customer Service** - Manage difficult or emotional customer situations; Respond promptly to customer needs; Solicit customer/citizen feedback to improve service; Respond to requests for service and assistance; Meet commitments and speaking arrangements.

**Interpersonal Skills** – Able to focus on solving conflict, not blaming; Maintain confidentiality; Listen to others without interrupting; Keep emotions under control; Remain open to others' ideas and tries new things.

**Oral Communication** - Speak clearly and persuasively in all situations; Listen and get clarification; Respond well to questions; Participate in meetings. Able to define and evaluate organization goals.

**Written Communication** - Write clearly and informatively; Vary writing style to meet needs of stakeholder group; Present numerical data effectively; Able to read and interpret written information.

**Teamwork** - Balance team and individual responsibilities; Exhibit objectivity and openness to others' views; Give and welcomes feedback; Contribute to building a positive team spirit; Put success of team above own interests; Able to build morale and group commitments to goals and objectives; Support everyone's efforts to succeed. Encourages teamwork in order to meet goals and initiatives.

**Organizational Support** - Follow policies and procedures; Complete tasks with accuracy and on time; Support organization's goals and values; Support affirmative action and respect diversity.

**Planning/Organizing** - Prioritize and plan work activities; Use time efficiently; Plan for additional resources; Set goals and objectives. Develop and maintain a budget and supporting fiscal documents.

**Professionalism** - Approach others in a tactful manner; React well under pressure; Treat others with respect and consideration regardless of their status or position; Accept responsibility for own actions; Follow through on commitments.

**Quality** - Demonstrate accuracy and thoroughness; Look for ways to improve and promote quality; Apply feedback to improve performance; Monitor own work to ensure quality.

**Safety and Security** - Observe safety and security procedures; Determine appropriate action beyond guidelines; Report potentially unsafe conditions; Use equipment and materials properly.

**Adaptability** - Adapt to changes in the work environment; Manage competing demands; Change approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events. Able to learn and operate a variety of standard office software.

**Dependability** - Follow instructions, respond to council direction; Take responsibility for own actions; Keep commitments; Commit to long hours of work when necessary to reach goals; Complete tasks on time or notifies appropriate person with an alternate plan.

**Initiative** – Willing to volunteer readily; Undertake self-development activities; Seek increased responsibilities; Take independent actions and calculated risks; Look for and take advantage of opportunities; Ask for and offer help when needed.

#### **Language and Math Skills**

Ability to read and comprehend complex instructions, correspondence, and memos. Ability to write simple correspondence, effectively present information in one-on-one and small and large group situations to customers, clients, and other employees of the organization. Ability to compute simple math problems, such as addition, subtraction, multiplication and division. Able to make arithmetic computations using whole numbers, fractions and decimals. Ability to compute rates, ratios and percentages. Ability to understand and apply governmental accounting practices in maintenance of financial records. Ability to use economics and calculus to determine the forecast and impacts of differing financial decisions.

#### **Computer Skills**

Knowledge of standard accounting software; Outlook; Desktop Publishing software; Internet software; Excel Spreadsheet software and Word Processing software.

#### **Other Skills and Abilities**

Comprehensive knowledge of accounting principles and practices. Ability to handle multiple projects and conflicting demands on time. Ability to maintain an effective working relationship with the public and staff. Ability to work under minimal supervision. Able to work some overtime as the workload demands. Ability to type with speed and accuracy.

#### **Education and/or Experience**

Master's degree in public administration, or related field and considerable experience working in government in a supervisory role, or equivalent combination of education and experience

Must be bondable.

#### **TOOLS AND EQUIPMENT USED**

Requires frequent use of personal computer, including word processing and spreadsheet programs; calculator, telephone, copy machine and fax machine.

## PHYSICAL DEMANDS

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, speaking or hearing and repetitive motions, frequently requires using hands to finger, handle or feel and reaching with hands and arms and occasionally requires standing, walking, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a quiet location (e.g. library, private offices).

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties listed above are intended only as illustrations of the various types of work that may be 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 employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.