

CITY OF WILLMAR

**LABOR COMMITTEE MEETING
6:15 PM, MONDAY, SEPTEMBER 14, 2020
VIRTUAL - GOTOMEETING**

AGENDA

**Chair: Shawn Mueske
Vice Chair: Fernando Alvarado
Members: Samantha Beckman
Vicki Davis
Kathy Schwantes**

1. Meeting Called to Order
2. Assistant City Administrator Position
3. Community Outreach Coordinator Position Discussion
4. Labor Negotiations Update
5. Miscellaneous
6. Adjourn



Committee Action Request

Committee Meeting Date:	September 14, 2020	Agenda Item Number:	2
Agenda Section:	N/A	Originating Department:	Human Resources
Resolution	NO	Prepared by:	Samantha Beckman
Ordinance	NO	Reviewed By:	Brian Gramentz
No. of Attachments	One (1)	Presented By:	Samantha Beckman
Item:	Human Resources Department recommending approving job description for Assistant City Administrator.		

RECOMMENDED ACTION:

Motion By: _____ Second By: _____, to Approve Assistant City Administrator job description.

OVERVIEW:

For effective succession planning, the Committee should consider a proposed Assistant City Administrator job description for approval. An Assistant City Administrator would ensure a consistent continuation of operations in the City Administrator’s absence or retirement.

PRIMARY ISSUES/ALTERNATIVES TO CONSIDER:

1. Suggest changes to the Assistant City Administrator position.
2. Not approve the position.

BUDGETARY/FISCAL ISSUES:

Job score of the Assistant City Administrator puts it in pay range 16 of the City-Wide pay scale at \$83,962.90 to \$109,151.76 annually.

ATTACHMENTS:

Assistant City Administrator Job Description Draft

ASSISTANT CITY ADMINISTRATOR

Position Title: Assistant City Administrator
Department: Administration
Department Head: City Administrator
Immediate Supervisor: City Administrator
Pay Range: FLSA Status: Exempt

APPROVED: _____
REVISED: _____
REVISED
REVISED:

Purpose

Responsible for assisting the City Administrator in overall administration of City affairs and performing executive, administrative and professional work to manage the City's operations and services. Oversees the operations of City departments; participates in Council meetings and meetings of various boards, commissions and committees; executes Administrator directives and policies; assists in planning and budgeting activities, personnel administration activities; and ensures compliance with applicable laws, rules and regulations.

Organizational Relationships

Communicates with: *Internally* - All department directors and City employees, MUC staff, the Mayor and council members, various board/commission/ committee members, and the City Attorney; *Externally* - County Numerous state agencies, state legislators, League of Minnesota Cities staff, school district personnel, labor attorney, bond attorney, bond consultant and other contracted consultants, Convention and Visitors Bureau Director, County HRA Director, Chamber of Commerce, numerous business and community organizations, media and City residents.

Supervises with full authority: All City employees, directly or indirectly.

ESSENTIAL FUNCTIONS

Assists with supervisory functions of all departments such as hiring, evaluating, rewarding, promoting, transferring, disciplining, coaching, assigning/prioritizing work, and recommends serious disciplinary action and/or removal to City Administrator.

Assists with the preparation, submission and management of the City's annual budget.

Ensures all applicable laws, rules, regulations and ordinances are followed/enforced.

Oversees and monitors City contracts, agreements and legal documents.

Attends regular and special meetings of the Council; attends meetings of various boards, commissions and committees as needed; and represents the City Administrator at various community meetings.

Make recommendations to the City Administrator for adoption of ordinances and resolutions.

Works with City Administrator and Department Heads to develop, implement and enforce administrative policies and procedures.

Manages and updates department work plans, including developing and maintaining metrics to ensure timely completion of projects.

Meets with the City Manager and staff to discuss issues and objectives, determine strategies and approaches, and discuss current activities and challenges.

ASSISTANT CITY ADMINISTRATOR

Assists department directors through meetings/discussions; review status of projects, ongoing issues and problem solving; and coordinates work between departments and division as needed. Conduct special project research and analysis, prepare presentations, documents, and spreadsheets on behalf of the City Administrator.

Provides administrative guidance to departments as needed and as directed by the City Manager. Upon City Administrator's request, acts as City Administrator in City Administrator's absence. Develops a variety of plans, programs and projects relating to infrastructure, other capital improvements, City growth; makes recommendations to the City Administrator; and implements approved actions.

Reviews, monitors, and participates in legislative issues impacting the City.

Communicates and coordinates activities with public and outside agencies: speaks to and participates in local service clubs and the Chamber of Commerce; communicates with county, school, and township personnel; prepares and present news releases and meets with media.

Attends workshops, seminars and other training to keep current on municipal affairs.

Receives and personally responds to complaints and concerns from City residents.

Participates in professional organizations.

Performs other job-related duties as directed by the City Administrator or as apparent.

Required Knowledge, Skills, and Abilities

Knowledge of the City's organizational structure and operations.

Knowledge of the City's ordinances, charter and policies.

Knowledge of public administration, municipal finances, human resources, personnel administration, civil engineering, public works, wastewater treatment and economic development.

Skill in forecasting operating and capital needs and preparing/administering municipal budgets.

Skill in communicating with a wide variety of groups and individuals, verbally and in writing.

Skill in supervising subordinate personnel and fostering a team approach.

Skill in leadership, planning, and organization.

Ability to analyze complex data and prepare/present reports for decision making.

Ability to communicate and execute Council policies and directives.

Ability to establish and maintain effective work relationships with a wide variety of groups and individuals.

Ability to be flexible and adapt to changing situations/priorities.

Machines, tools and equipment used: computer and printer, phone, fax, copier, calculator, City and personal vehicles.

MINIMUM QUALIFICATIONS

Bachelor's degree in public administration, political science, finance, business administration or closely related field (or equivalent experience). Three or more years of management and supervisory experience in positions of similar complexity preferred

CITY ADMINISTRATOR

Preferred Qualifications

Master's degree in public administration **and** demonstrated knowledge of and ability to work with a number of municipal departments and entities.

Working Conditions

Work is performed in typical office environment with travel within/without the City to observe projects and attend meetings. Operates either a City or personal vehicle for regular transportation needs. Sits for extended periods of time. Noise in work place is usually quiet but may be exposed to louder noises at work sites. Uses near vision, ability to focus, sense of touch, and hearing. Uses fine and large motor movements at times.