

City of Lewiston

Position Title:	City Administrator-Clerk
Reports To:	City Council
FLSA:	Exempt
Location:	City Hall
Supervision:	Receives administrative direction from City Council. Exercises direct supervision over appointed Department Heads.

Job Purpose Summary: Under the administrative direction of the City Council, the City Administrator-Clerk shall be responsible for the administrative operations of the City of Lewiston and carries out the policies as set forth by the City Council.

Description of Work: Under the direct and indirect supervision of the City Council, the City Administrator Clerk is responsible for maintaining the City Code, City Policy, Council Meeting Minutes, citizen concerns, City Council directives, direct and indirect supervision of City Staff, supervision of contracts with the City, Elections, creates and maintains the City Budget, follows data privacy laws, and represents the City of Lewiston as stated by law.

Essential Job Functions:

- Develops and maintains a good working knowledge of all City and department policies and procedures in order to help facilitate compliance with such policies and procedures by all assigned personnel.
- Develops respectful and cooperative relationships with co-workers, the public, boards, agencies, other organizations, and outside vendors which help establish and maintain Lewiston's reputation as a well-managed city.
- Confers with the City Council on a regular basis; keeps the Council informed of all important matters; and contributes to the overall planning, design, and maintenance of the City of Lewiston.
- Coordinates the administration of all departments to ensure their smooth and efficient operations and the attainment of department objectives.
- Supervises department heads to ensure that work is performed at satisfactory levels.
- Develops the annual budget to be consistent with the City's objectives and policies. Monitors all expenditures maintaining them within the framework of the plan.
- Prepares for and attends City Council meetings. Ensures that meetings are conducted in a smooth and efficient manner and that scheduled agenda items are addressed during the course of each meeting.
- Keep minutes of all Council proceedings and maintains a minute book.
- Maintains an ordinance book of all ordinances adopted by the City Council.
- Arranges for publication of official and legal notices.
- Responsible for administration of all Zoning Ordinances and Building Permits as assigned.
- Oversees issuance of all licenses.

- Custodian of City Seal.
- Initiates, develops, implements, and monitors short and long range strategic goals and projects. (i.e. Capital Improvement Plans, Utility Rate Restructuring, Economic development programs, etc.)
- Acts as the information conduit to the public, City employees, and the City Council.
- Maintains government records in accordance with the State records retention schedule.
- Recommends to the City Council in such matters as finance, efficiency of operations, and compliance with State and Federal regulation to assure the soundness of the legality of decisions made by the council.
- Performs duties as required by statutes, ensure that all State and Federal requirements are met as to minimize any legal exposures.
- Responsible for the City's financial interests. Accounts for all receipts and disbursements of City funds.
- Monitors financial solvency and ensures compliance with the State and Federal regulations.
- Oversees elections to ensure smooth and efficient conduction of these events.
- Responsible for Data Privacy and responding to requests.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of principles and practices of municipal government management, administration, and organization.
- Knowledge of role and function of a City in a Minnesota municipal government.
- Knowledge of current social, political and economic trends and operating problems of municipal government.
- Knowledge of organizational and management practices as applied to the analysis, evaluation, development, and implementation of programs, policies, and procedures.
- Proficient of principles and practices of municipal government budget preparation and administration.
- Proficient of principles of personnel management including supervision, training and performance evaluation.
- The ability to supervise and/or coordinate the work of others so they may proceed with confidence in a timely manner.
- The ability to interpret and apply Federal, State and local policies, procedures, laws and regulations.
- The ability to use a variety of equipment typical to a traditional office setting. Such equipment may include, but not limited to: computers, printers, telephones, fax machines, copy machines, calculators, scanners, and postage machines.
- Ability to work in fast paced environment.
- Skill to lead large projects from inception to completion.
- Skill to establish and maintain working relationships at various levels; to exercise discretion, tact, courtesy and patients with internal and external customers.
- Skill to read text of considerable difficulty
- Writing skills are required at a level consistent with writing text designed to persuade.
- Verbal communication needs to be at the level of resolving conflicts, grievances or technical disputes on a complex or often emotional issues.
- Math skills at a level consistent with performing algebraic operations and some advance techniques used in analysis and planning such as calculus and statistics.

- Reasoning ability needs to be at a level consistent with solving difficult to identify problems, where facts maybe insufficient or misleading, requiring extensive inquire or research extending into unrelated work area. Solutions require interpretation of information and considerable independent judgment.
- Adaptability to perform repetitive work according to set procedures and sequence or pace.
- Adaptability to perform under stress when confronted with emergency, critical, or usual situations.

Minimum Qualifications

- Bachelor's degree in public administration, or other business field, or four (4) years relative experience to substitute.
- Three years' experience supervising and coordinating employees
- Two years' experience in municipal administration or related field
- Finance experience and accounting skills
- Written communication skills
- Verbal communication, public speaking skills, and public relations skills
- Computer skills including Microsoft Word and Excel

Preferred Qualification

- Master's degree in public administration or business administration
- Internationally Certified Municipal Clerk
- Experience in the area of marketing or real estate
- Experience in municipal planning or community and economic development
- Organizational skills
- Notary public
- Familiarity with laws governing municipalities

Conditions of Employment

- Must possess a valid Minnesota Driver's License.
- Must comply with organizational and departmental policies.
- Must successfully pass a reference and background check.

Work Environment

- While performing the essential functions of the position, an individual will be subject to variable working hours.
- Performing essential functions of the position regularly requires the incumbent to remain seating the normal position for extended periods of time with occasional lifting or carrying of objects from five to twenty-five pounds.

Revised Nov 2018