



City of Hoyt Lakes

Job Description

Position Title: Interim City Administrator/Clerk-Treasurer
Department: Administration
FLSA Status: Exempt
Pay Equity Points: 483

Primary Objective of Position

To perform responsible administrator and supervisory work coordinating and directing City Government operations on a temporary, interim basis.

Essential Functions of the Position

Essential duties listed below 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 if the work is similar, related, or logical to the position.

- Administration
 - Plans, organizes, and leads City's effort in a coordinated and efficient way to meet the goals and objectives of the City
 - Oversees all departments, including personnel, equipment, and facilities to ensure appropriate service is provided to the residents
 - Develops procedures for City operations as needed
 - Advises the City Council on a variety of topics and issues
 - Completes or delegates all required statutory duties of City Clerk
 - Identifies risks to the City and implements programs and procedures to minimize risk
 - Completes project management, including budgeting, in conjunction with Department Heads for City projects
 - Executes contracts for regular business; recommends contracts for Council approval; monitors contract compliance.
 - Coordinates City's economic development programs
- Personnel Management
 - Completes interviewing and recommendations to the City Council for hiring personnel
 - Schedules department heads; works with department heads to ensure adequate scheduling of individual departments
 - Disciplines department heads as necessary; works with department heads to discipline staff within the department as necessary
 - Recommends termination or lay off of staff as necessary to the City Council
 - Conducts annual performance evaluations
 - Administers and interprets labor contracts and personnel policies; works with personnel to resolve grievances
 - Assists City Council in recruitment of regular full-time City Administrator
- Finance

- Completes monthly bank reconciliation
- Prepares and oversees annual budgeting process
- Informs City Council regarding financial matters and recommends action as needed
- Completes or delegates all required statutory duties of City Treasurer
- Oversees and approves all City Accounts Receivable and Accounts Payable
- Writes and administers public and private grants
- Other
 - Represents the City in a wide variety of functions and to many outside agencies
 - Engages with State and Federal legislators; presents to delegations and committees as requested
 - Monitors operations, with assistance from the City Attorney, to ensure compliance with applicable laws, regulations, rules, policies, and ordinances
 - Administers or delegates City elections in accordance with state and county requirements
 - Maintains the corporate seal and all records and documents of the City
 - Completes duties of the Deputy Clerk and Accounting Clerk as needed

Examples of Performance Criteria

- Demonstrates a working knowledge of rules and regulations applicable to city government.
- Demonstrates ability to make sound decisions, appropriately manage staff, delegate work, communicate effectively, and establish working relationships.
- Establishes considerable ability to maintain confidentiality, to mediate disputes, and to negotiate contracts.
- Demonstrates a positive attitude toward job assignments and tasks to be performed.
- Shows initiative in recommending methods to improve efficiency and quality on the job.

Minimum Qualification

- Bachelor's degree with coursework in public administration, business management, economics, accounting, political science, or a related field. Master's degree in public administration, public affairs, business administrator, or related field is preferred.
- Two years of administrative management experience.

Desirable Qualifications

- Experience working in a leadership role in a municipal administration department.
- Knowledge of municipal governance, budgeting, and financial management.
- Skilled in problem solving, communication, and leadership.
- History of safe work habits.

Supervision of Others

Exercises general and administrative supervision over all city departments and staff, either directly or through subordinate supervisors/department heads.

Equipment/Job Location

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of the job. Duties performed are typically indoors, in an office setting. Occasional on-site work is required.

Conditions of Employment

- Must comply with organizational and department policies
- Must possess a valid Class D driver's license

This position 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 city and requirements of the job change.

The City of Hoyt Lakes is an Equal Opportunity Employer in compliance with the Americans with Disabilities Act. It will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.