



THE CITY OF RICHFIELD, MINNESOTA
CITY MANAGER
Executive Department

Status	Job Code	Grade	FLSA	EEO-4	WC
<u>FT</u>	<u>CTYMGR</u>	<u>25</u>	<u>Exempt</u>	A- <u>Officials and Administrators</u>	<u>8810</u>

REPORTING RELATIONSHIPS

Richfield operates under the Council-Manager form of government. The City Manager reports directly to the five-member City Council, consisting of the Mayor and four Council Members representing three wards and one Member At-Large.

NATURE OF WORK

Serves as the chief administrative officer of the City and is responsible for the overall administration and management of municipal operations in accordance with the policies and direction established by the City Council. Provides strategic leadership, advises the City Council on policy and operational matters, oversees the delivery of City services, manages organizational and financial resources, and fosters effective relationships with employees, residents, businesses, and community partners. This is an FLSA exempt position with a typical workweek Monday-Friday (40 hours) and may include various evenings, weekends and extended hours as needed. Work primarily occurs in an office setting and is administrative in nature with occasional meetings and events that occur off-site.

ESSENTIAL DUTIES

Organizational Management:

- Plans and organizes the delivery of municipal services in accordance with current and past policy direction established by the City Council.
- Implements policies adopted by the City Council and developed in collaboration with staff.
- Plans and organizes responses to public requests, complaints, and community concerns brought to the attention of staff by the City Council, residents, or employees.
- Evaluates emerging technologies and promotes the effective use of technology to improve organizational efficiency and service delivery.
- Selects, leads, directs, develops, and evaluates all staff members.

Fiscal/Business Management:

- Plans and organizes the preparation of the annual budget and supporting documentation in accordance with guidelines established by the City Council.
- Administers the adopted budget by ensuring expenditures and revenues remain consistent with Council-approved financial plans.
- Plans and organizes a system of financial reporting that provides the City Council with timely and accurate information regarding revenues, expenditures, and overall fiscal performance.
- Plans, organizes, and oversees the efficient and effective use of personnel, equipment, materials, and other City resources.
- Oversees the long-term planning, maintenance, and stewardship of City-owned facilities, buildings, infrastructure, and equipment.

Program Development And Follow-Through:

- Plans and organizes the ongoing programs and services of City government.
- Researches program and policy initiatives proposed by the City Council and staff and reports findings and recommendations.

- Maintains knowledge of emerging trends, best practices, and innovative approaches in local government and incorporates that knowledge into program recommendations and continuous improvement initiatives.
- Plans, organizes, and directs work assigned by the City Council to ensure projects and initiatives are completed efficiently, effectively, and in accordance with Council direction.
- Monitors the implementation of Council priorities and City programs to ensure intended outcomes are achieved and progress is communicated appropriately.

Relationship With Mayor And City Council:

- Maintains effective verbal and written communication with the Mayor and City Council.
- Establishes and maintains positive, professional, and collaborative working relationships with the Mayor and City Council while remaining responsive and accessible to elected officials.
- Keeps the City Council informed of organizational activities, emerging issues, and the status of Council priorities through timely and effective communication.
- Prepares and presents agenda materials, reports, and recommendations to the City Council in a clear, concise, accurate, and comprehensive manner.
- Provides objective, professional advice and policy recommendations to support informed decision-making by the City Council.

Strategy And Long-Range Planning:

- Facilitates an annual strategic planning retreat with the City Council to establish and refine the City's strategic direction and priorities.
- Maintains knowledge of emerging technologies, industry trends, best practices, and innovative approaches to municipal service delivery.
- Keeps the City Council informed of pending legislation, regulatory changes, and public policy developments that may affect the City.
- Leads organizational planning efforts to anticipate future community needs, opportunities, challenges, and service demands.
- Establishes and maintains processes to assist the City Council in developing strategic goals and monitoring progress toward achieving long-term objectives through measurable annual work plans and performance reporting.

Relationship With Public:

- Promotes and supports training for employees who have primary responsibility for interacting with the public, whether in person, by telephone, or through other communication channels.
- Fosters a culture of exceptional customer service by ensuring employees demonstrate helpfulness, integrity, professionalism, courtesy, and responsiveness in their interactions with the public.
- Establishes and maintains a positive public image of the City that reflects excellence in public service, transparency, professionalism, and community engagement.
- Establishes and maintains collaborative relationships with community organizations, businesses, nonprofit agencies, and other stakeholder groups whose interests align with the City's programs, services, and strategic priorities.

Intergovernmental Relations:

- Maintains awareness of regional, state, and federal initiatives, trends, and developments that may affect the City and its operations.
- Establishes and maintains effective working relationships with neighboring jurisdictions and other governmental agencies to enhance regional collaboration, service delivery, and organizational effectiveness.
- Represents the City and maintains effective communication with local, regional, state, and federal agencies on matters of mutual interest and shared responsibility.
- Identifies and pursues opportunities for intergovernmental cooperation, partnerships, and shared services that benefit the City and its residents.

Professional/Personal Development:

- Demonstrates a commitment to continuous professional growth by participating in professional development, leadership training, and other learning opportunities.
- Maintains awareness of emerging trends, best practices, and innovations in local government management and leadership.
- Models a culture of learning, innovation, and continuous improvement for the City Council and employees, fostering organizational excellence.
- Engages in periodic self-assessment and reflection to identify strengths, opportunities for growth, and leadership development.

COMPETENCIES

- Demonstrates broad understanding of the organizational structure, function and operation of municipal government, as well as other units of government.
- Demonstrates knowledge of strategic planning and best practices in organizational development.
- Demonstrates thorough knowledge of applicable state and federal laws, rules and regulations to the function and operation of a municipality, including labor relations.
- Demonstrates the knowledge of governmental financial management and budgeting process.
- Demonstrates ability to accurately comprehend, interpret, analyze and explain complex information.
- Demonstrates ability to establish and maintain positive, professional working relationships with co-workers, subordinates, supervisors and elected officials.
- Demonstrates ability to communicate effectively both orally and in writing.
- Demonstrates ability to exercise sound judgment to objectively define, investigate, and resolve problems/conflicts.
- Demonstrates ability to effectively facilitate and lead groups and teams.
- Demonstrates ability to supervise multiple staff in various divisions.
- Demonstrates ability to respect and maintain confidentiality of sensitive information, issues, and projects; maintain compliance with the MN Data Practices Act and exercise appropriate judgment in the release or presentation of information.
- Demonstrates ability to understand and respect the diversity of residents, customers and co-workers, effectively communicating with individuals whose first language may be one other than English.

CERTIFICATION AND LICENSURE

- Must possess a valid Class D driver's license.

MINIMUM QUALIFICATIONS

- Five (5) to seven (7) years of progressively responsible executive or senior management experience in local government, including service as a City Manager, City Administrator, Assistant City Manager, Assistant Administrator, or department director in a similarly sized or larger full-service municipality.
- Demonstrated success in recruiting, developing, leading, evaluating, and retaining a high-performing workforce.
- Demonstrated experience in municipal budgeting, long-range financial planning, capital planning, municipal finance, and working with financial advisors, consultants, and auditors.
- Working knowledge and practical experience in the operations of a full-service municipal organization with multiple departments and diverse service functions.

AN AFFIRMATIVE ACTION/EQUAL/EQUITABLE OPPORTUNITY EMPLOYER/MFD

The City of Richfield is an equal opportunity employer and does not discriminate against any employee, job applicant, or contractor on the basis of race, color, creed, religion, national origin, ancestry, sex, sexual orientation, gender identity or expression, disability, age, marital status, genetics, status with regard to public assistance, veteran status, familial status, or membership on a local human rights commission.

This statement applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

- Must successfully complete the City's pre-employment process, including a comprehensive background investigation, reference verification, financial background review (as permitted by law), executive leadership/psychological assessment, and verification of education and employment.

PREFERRED QUALIFICATIONS

- Fluency in Spanish, Somali, Vietnamese, or another language commonly spoken within the Richfield community.
- ICMA Credentialed Manager (ICMA-CM) designation.
- Master's degree in Public Administration, Public Policy, Business Administration, or a closely related field.
- Ability to establish and maintain residency within a 45-minute commute of the City of Richfield.

PHYSICAL DEMANDS

The physical demands that are described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Must have the ability to:

- Ability to sit, talk and listen for extended periods of time.
- Specific vision abilities required include close vision and the ability to adjust focus.
- Ability to manipulate a keyboard for an extended period of time.
- Ability to occasionally lift and/or move up to 25 pounds.