



City of New Brighton, Minnesota
Position Job Description

Position Title: *Assistant City Manager & Safety Director*

Department / Location: *Administration / City Hall*

Immediate Supervisor: *City Manager*

Grade Level: *13*

Position & FLSA Status: *Full-Time Exempt*

Date of Latest Revision: *October 2016*

Position Summary:

At the direction of the City Manager, this position will manage and oversee several areas of Administration including but not limited to; policy planning/analysis/development, human resources management, risk management and workplace safety, union negotiations, and employee health benefits. Serving as the Acting City Manager during absences of the City Manager, the organization will continue to seamlessly operate. It is expected that the Assistant City Manager will actively participate as an interested, engaged, and contributing member of the senior management team and serve as a team resource in areas of developed expertise.

Essential Accountabilities and Expected Outcomes

- 1) Serves as the City Human Resources Administrator in all areas including, but not limited to; personnel policy development, recruitment/selection, total compensation administration, labor relations, and compliance with all applicable local, State and Federal laws and regulations affecting human resources.
 - Assist City Manager in carefully selecting staff and ensure staff has the opportunity to receive the training and support necessary for the effective operations of the City.
 - The management team seeks out and can rely on the advice and counsel provided to them on many diverse, complex, and sometimes difficult issues of human resources administration.
 - The City's continuing compliance with applicable laws and regulations helps minimize legal challenges from either regulatory agencies or employees.
 - Preparations for and contributions to the collective bargaining process, helps achieve and sustain favorable contract settlements and effective contract administration.
 - Completes annual Pay Equity compliance checks and submits reports to the State of Minnesota as required.
- 2) Prepares, submits, and manages personal work plan including goals and objectives to be achieved including the metrics and measures of success.
 - Work plans are thorough, submitted on time, and consistently achieved as presented.

- 3) Performs a considerable range of policy research, planning, and analysis as a foundation for developing, refining and implementing operating policies for the entire City or specific functional areas.
 - Research, planning, analysis and subsequent recommendations are timely, well documented and create a solid foundation for sound operating policies.
 - Operating policies are acceptable by the City Manager.
- 4) Directs, coordinates, and regularly evaluates the City's risk management and safety program that emphasizes staff education on risk awareness and what actions are most effective in managing existing risk factors.
 - Staff awareness and attention to managing existing risk factors on the job clearly helps reduce injuries and insurance claims.
 - Ensure all annual programming is done and complies with OSHA rules and regulations and that all documentation and reporting is complete and filed according to the City Clerk's records retention program.
 - Organizes and leads city-wide Safety Committee.
 - Coordinates all risk management operations with the Finance Director.
- 5) Represents the City during absences of the City Manager or as requested in a range of activities including Council meetings, approving purchases, coordinating meeting agendas, leading meetings, signing staff reports to Council, and providing general direction and counsel to department heads and staff on City issues.
 - City services and operations run smoothly and questions/issues are effectively addressed and resolved.
- 6) Develops and coordinates various training programs for City staff including but not necessarily limited to areas such as professional development, wellness/life balance; and others to meet specific needs identified by department heads or staff.
 - Program evaluations from participants are positive and the training is being applied in day-to-day services and operations.
- 7) Coordinates the facilities management function for City Hall including; supply purchasing, maintenance services, vendors and service levels, equipment and furnishings.
 - A safe, clean and secure work environment is provided for City staff and citizens using the facilities.
- 8) When directed by the City Manager, the Assistant City Manager will represent the City in various capacities with local organizations, providing information and response to general questions about plans and intentions, services, regulations, etc. on behalf of the City as directed by City Manager.
 - Local organizations have a clear understanding of overall City positions, policies, and activities that may or do impact the community.
 - The City Manager and management team is kept current on any major issues being raised by local organizations.
- 9) Confers regularly with the City Manager to evaluate results being achieved and identify specific areas where response initiatives are needed to address issues and concerns raised internally or in the community.
 - City staff and members of the New Brighton community receive timely and thorough responses to issues raised and questions asked that pertain to the City.

10) Supervises City's IT Department.

- City council, City Manager, and community are satisfied with the programming type and quality on local cable access channels.
- Equipment is replaced and/or updated on a regular basis.

11) Performs other job-related responsibilities as apparent or directed by the City Manager.

Competencies Common to All Positions:

Developing and maintaining a thorough working knowledge of all department and applicable City policies and procedures in order to help facilitate compliance with such policies and procedures by all personnel.

Demonstrating by personal example the service excellence and integrity expected from all staff.

Developing respectful and cooperative relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.

Conferring regularly with and keeping the immediate supervisor informed of all important matters pertaining to those functions and job responsibilities for which accountable.

Representing the City in a professional manner to the general public and other outside contacts / constituencies in a manner that helps maintain and enhance New Brighton's reputation as a well managed City.

Core Values Common to All Positions:

Represent and model the following established City of New Brighton Values:

- Excellence, efficiency, & cost-effectiveness in service delivery;
- Open & honest communication internally & with our residents;
- Respect & care for our residents, businesses, visitors & ourselves;
- Being respectful of the past as we invest in the future;
- Importance of working with our neighbors;
- Sense of safety and security throughout our community;
- Accountability & integrity in service delivery.

Typical Working Environment:

Work is typically performed in an inside, temperature controlled environment. There is an expectation of attendance at evening/off-hours meetings as scheduled or requested.

Typical Physical Requirements for This Position:

None specific to this position.

Selection Criteria to Qualify for This Position:

Bachelor's degree in public administration or closely related field and at least five years' municipal government experience, including supervisory responsibilities.

A Master's degree in public administration is highly desirable.

Employee Initials and Date: _____

Supervisor and / or Department Head Initials and Date: _____

Assistant City Manager Initials and Date: _____