
POSITION TITLE: Assistant City Administrator
DEPARTMENT: Administration
ACCOUNTABLE TO: City Administrator

PRIMARY OBJECTIVE OF POSITION

To assist the City Administrator in the day-to-day management of the City and serve as acting Administrator in absence of City Administrator.

MAJOR AREAS OF ACCOUNTABILITY

1. Participates with the City Administrator in establishing goals, budgets, plans, and activities to ensure that the desired level of service is provided in the administration of City affairs.
 - Participation and awareness of needs, capacities, and quality of relationships.
 - Effectively represents administration objectives and viewpoints and supports Council/Administrator policies.
2. Manages the day-to-day human resources activities.
 - Coordinates employee recruitment, selection, and orientation.
 - Maintains the City's pay classification plan, position descriptions, and evaluation systems in accordance with state pay equity and related guidelines.
 - Manages the City's cafeteria plan benefits including health and dental insurance, life insurance, long-term disability, flexible spending accounts, long-term care etc.
 - Gathers information and facilitates Employee Benefit Committee
 - Oversees COBRA, FSA and VEBA administration.
 - Researches and makes recommendations for implementing and updating City personnel policies.
 - Provides assistance, and acts as resource to Department Heads on personnel issues
 - Ensures that all City departments understand and implement City personnel policies consistently.
 - Oversees the administration of worker's compensation claims.

- Administers the City's drug testing policy in accordance with State and Federal laws.
 - Coordinates city-wide safety and sexual harassment training, and manages the City's Safety Committee
 - Provides employees with information and training on deferred compensation.
 - Authorizes all pay adjustments for full and part-time employees
 - Provides assistance to employees for employee benefit questions and personnel policy questions
 - Act as the Privacy Official and Contact Person for all issues related to HIPAA legislation
3. Administers the City's Worker's Compensation and property and liability insurance coverage and claims.
- Reviews all claims and submits the proper forms and documentation to the League of Minnesota Cities and Berkley Risk.
 - Manages claims to ensure that employees return to work as soon as possible and that property and liability claims are settled appropriately.
 - Manages City OSHA 300 Accident Logs and keeps City compliant with all OSHA safety regulations
4. Administers public relations programs and projects for the City.
- Coordinates, prepares, and edits articles for the monthly Chaska Today.
 - Prepares and updates the New Resident Guide.
 - Works with the local newspaper on various publications and special projects.
 - Assists in maintenance of Chaska.net portal page in absence of Administrator
5. Serves as the Assistant Executive Director of the Chaska Economic Development Authority (CEDA).
- Prepares reports and presents items for consideration by CEDA.
 - Researches items of concern or interest to CEDA.
 - Completes other projects as assigned.
6. Coordinates downtown redevelopment activities.

- Identifies areas for redevelopment and works with architects to develop concept plans.
 - Formulates redevelopment objectives for presentation and approval by CEDA.
 - Solicits and reviews redevelopment proposals.
 - Negotiates the purchase of residential and commercial properties.
 - Coordinates relocation activities with the CEDA's relocation consultant to ensure conformance with applicable State and Federal laws.
 - Writes bid specifications for site improvements and coordinates work with subcontractors.
 - Develops and administers redevelopment agreements.
 - Oversees environmental remediation activities working with consultants and regulators to achieve the necessary assurances in a timely manner.
 - Researches the availability of State and Federal grants.
7. Administers CEDA's tax increment assistance programs and Downtown Storefront Loans.
 8. Supervises Department Secretary and Senior Clerk positions in Administration Department
 9. Serves as Staff Liaison to the Human Rights Commission
 10. Authorizes all Accounts Payable Pay Applications in absence of City Administrator
 11. Responds to public inquiries regarding City assistance for residential, industrial, and commercial development.
 12. Serves as the City's liaison to the business community and represents the City as a member of the Chamber of Commerce and the Southwest Metro Transit Commission.
 13. Serves as acting-Administrator in absence of City Administrator
 10. Performs other duties and projects as assigned by the City Administrator.

DESIRED QUALIFICATIONS

- Master's degree in Public Administration, Human Resource Management, or related field.
- Three (3) or more years of progressively responsible experience in local government or related field.