

DIRECTOR OF PUBLIC ADMINISTRATION

SUMMARY/PURPOSE:

The Director of Public Administration performs executive-level, complex professional and administrative work to oversee and direct the management and operation of activities and programs in the Public Administration Department; performs responsible and innovative administrative management in support of the City's goals and objectives, and is a participating member of the City's executive management team.

DISTINGUISHING FEATURES OF THE CLASS:

The Director of Public Administration is a highly responsible, administrative classification that manages and directs the activities the various divisions within the Public Administration Department including Parks & Recreation, Libraries, City Clerk, Human Resources, Management Information Systems, Facilities Management and Maintenance Operations.

Work is performed under general direction of the Chief Administrative Officer, with broad decision-making authority and considerable latitude for independent judgment.

EXAMPLES OF IMPORTANT AND ESSENTIAL FUNCTIONS:

Administrative Functions

Directs the establishment, management and implementation of departmental operational goals and objectives, strategies and priorities; coordinates administrative activities of designated city divisions; regards exceptional public service as a fundamental way of operating; creates effective and service oriented teams; provides policy guidance to division managers and assures that divisions are operating in a strategic and coordinated manner to achieve City policy goals and objectives; looks for means and methods to innovate and improve programs and services and supports calculated risk taking, professional growth and re-engineering and continuous improvement processes; provides departmental leadership in preparing for the City's operating and capital budgets; recommends, develops and issues administrative policies, rules and procedures that will help improve City efficiency; and provides strategic direction for the City's efforts to ensure the future welfare of the City .

Managerial Functions

Provides leadership, coaching, mentoring and action-oriented supervision to assigned employees within the Public Administration Department; demonstrates open and direct communication with peers and subordinates; provides leadership in directing new programs and initiatives to achieve desired outcomes; carefully evaluates options and alternatives in programs, policies and service delivery challenges and makes careful and thoughtful recommendations to the Chief Administrative Officer; evaluates staffing changes for fiscal and programmatic effectiveness; anticipates future resource needs and provides the necessary leadership and management support to develop alternative policy options; evaluates the performance of assigned division heads and staff; Represents the City in labor contract negotiations and directs the preparation of memorandums of understanding.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Demonstrated Knowledge of:

The goals, functions, operations and challenges of a full-service local government including public administration, information technology management, parks and recreation operations, municipal maintenance operations and municipal library operations; administrative principles and methods; laws, regulations and other authorities impacting the operation and service delivery goals the

operation and service delivery goals of a municipal agency; municipal finance and budgeting; labor and employee relations including contract negotiations.

Demonstrated Skills to:

Plan, organize and direct the activities of a diversified and complex organization; identify and respond to issues of concern from the public and the City Council; develop strategic plans for current and future service delivery issues; analyze problems and develop solutions and desired outcomes; forecast and plan for future service delivery needs; apply laws, rules, regulations and policies to complex governmental issues and challenges; make effective oral and written presentations; relate effectively to a wide array of stakeholders; provide leadership in dealing with the City Council, the public, Boards and Commissions, outside agencies and businesses.

Ability to:

Influence and enhance the continuous improvement process in delivering effective municipal services, participate in a collaborative and positive manner with the City's executive management team and all members of the organization; support the Chief Administrative Officer and promote the Mayor's policies, goals and vision for the City.

Experience, Education, and Training Guidelines:

Any combination of experience, education, and training that would provide the best qualified candidates. A typical way to obtain the knowledge, skills, and abilities would be:

Experience: Seven (7) to ten (10) years of increasingly responsible professional experience in administration or management, in either municipal government or the private sector, preferably at the department head or higher level.

Education: Graduation from an accredited college or university with a bachelor's degree in a discipline appropriate to municipal management.

License: Possession of a valid Minnesota Driver's license or equivalent and a satisfactory driving record as determined by City policy.

Other Requirements: Must have the willingness and ability to work the hours necessary to accomplish the assigned duties; attend evening meetings; travel out of town and attend workshops, conferences, seminars during working and non-working hours.

Special Requirements: Essential duties require the mental and/or physical ability to work in a standard office environment; drive a vehicle; read fine print and VDTs; operate a computer keyboard; converse by telephone, in person, and to large groups and be clearly understood; stamina to work additional hours to meet deadlines and attend night meetings.

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