

CHAPTER 30: CITY OFFICIALS

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ADMINISTRATOR/EDA COORDINATOR

§ 30.01 POSITION CREATED.

The Byron City Council has determined for the proper management and operation of city affairs to appoint a new municipal officer to perform the duties previously performed by the Clerk/Administrator and such other duties as may be assigned by the City Council or otherwise required by Minnesota Statute. The new officer be entitled "Administrator/EDA Coordinator."
(Ord. 98-17, passed 12-10-98)

§ 30.02 APPOINTMENT.

The Administrator/EDA Coordinator is appointed by a majority of the Council for an indefinite term, removable only by a majority vote of the Council. The Compensation of the Administrator/EDA Coordinator shall be fixed by the City Council.
(Ord. 98-17, passed 12-10-98)

Byron - Administration**§ 30.03 QUALIFICATIONS.**

The person to be appointed Administrator/EDA Coordinator shall have the following education, experience and knowledge:

(A) A degree in urban studies, public administration, business or related field;

(B) Two to five years experience in economic development, planning and municipalities in a government related capacity. Demonstrate ability to integrate municipal planning with economic growth/development;

(C) Grant writing experience is required;

(D) Considerable knowledge of current literature and developments in the field of planning and development;

(E) Proven ability to work effectively with staff, elected officials, contractors/vendors and constituents;

(F) Demonstrated leadership skills when working closely with city volunteers in planning, developing and completing projects.

(Ord. 98-17, passed 12-10-98)

§ 30.04 DUTIES.

(A) The duties of the Administrator/EDA Coordinator of the city shall include the duties now performed by the Clerk/Administrator.

(B) These duties include, but are not limited to the following:

(1) Assist with preparation of financial reports and budget preparations with the direction and coordination of the Clerk-Treasurer;

(2) Develop and present long term planning programs and budgets, which may include, but are not limited to business growth, library development, citywide bike and trail system, community center and sports complex;

(3) Evaluate potential projects, programs and services to determine feasibility and community impact and make recommendations to the Council;

- (4) Prepare news releases and develop and communicate public relations material;
- (5) Serve as Economic Development Director to the City Council and EDA Board;
- (6) Track the status and represent the city as needed on issues important to Byron, such as DM&E Railroad and highway interchange projects;
- (7) Review and recommend the approval of plans and specifications for street planning and park development;
- (8) Keep informed of federal, state and county programs which affect the city, maintain considerable knowledge of laws governing municipalities and of federal and state grant programs and attend monthly Council and EDA meetings as well as coordinating agendas, transcribing minutes and assisting with various aspects of planning. This position will be expected to go out and work with the citizens, contractors and other people to get the job done;
- (9) Review preliminary plats of new subdivisions and assist with the proper procedures for acceptance by the Planning and Zoning Commission;
- (10) Perform administrative and supervisory work coordinating and directing the city's park and recreation programs, which include but are not limited to Adopt-a-Park Program and Byron City Pool;
- (11) Work closely with department heads with training, evaluating and recommending hiring, promoting and other personnel actions. The department heads will report to the Administrator, keeping the line of communication open and active. The Administrator/EDA Coordinator will conduct meetings with department heads to coordinate responsibilities of the whole;
- (12) Responsible for administering performance reviews to department heads and giving additional input to the yearly reviews of all city employees;
- (13) When additional training is required of department heads, the Administrator will make such recommendations;
- (14) Administer all personnel policies and actions, acting as Personnel Officer for the city.
(Ord. 98-17, passed 12-10-98)

§ 30.05 TEMPORARY VACANCY.

In case of the Administrator/EDA Coordinator's absence from the city or disability, the Council may appoint the Clerk-Treasurer to serve during such absence or disability. The Clerk-Treasurer may discharge any of the duties of the Administrator/EDA Coordinator.
(Ord. 98-17, passed 12-10-98)

CLERK-TREASURER**§ 30.20 COMBINATION OF OFFICES.**

The office of Clerk-Administrator and Treasurer shall be combined into a new office entitled "Clerk-Treasurer."
(Ord. 98-18, passed 12-10-98)

§ 30.21 APPOINTMENT.

The Clerk-Treasurer is appointed by a majority of the Council for an indefinite term, removable only by a majority vote of the Council. This position is considered a department head position and will report directly to the Administrator/EDA Coordinator position. The compensation of the Clerk-Treasurer shall be fixed by the City Council.
(Ord. 98-18, passed 12-10-98)

§ 30.22 QUALIFICATIONS.

The person to be appointed Clerk-Treasurer shall have the following education, experience or knowledge:

- (A) Three years of accounting and/or bookkeeping experience;
- (B) Ability to adhere to procedures which are in conformance with the city policies and state and federal regulations;
- (C) Proven ability to work effectively with staff, elected officials, general public, news media, schools, civic groups and other organizations;

(D) Demonstrate the ability to collect information and analyze it for reporting and to conduct and implement studies or procedures, operations and organization.
(Ord. 98-18, passed 12-10-98)

§ 30.23 DUTIES.

(A) The duties of the Clerk-Treasurer of the city shall include the duties now performed by the Clerk-Administrator and Treasurer.

(B) The duties include but are not limited to the following:

(1) Keep records of all Council proceedings, handle all correspondence on behalf of the Council, draw up agendas and execute any assignments given by the Council and act as executive officer;

(2) Required to give notice of each regular and special election, record the proceedings thereof, notify officials of their election or appointment to office, certify to the County Auditor all appointments and the result of all city elections, as required by law;

(3) Perform payroll functions, including quarterly and annual reporting;

(4) Maintain all personnel records;

(5) Supervise additional office staff employed by the city. This would include administering an annual performance appraisal;

(6) Attend and participate in City Council meetings as requested. Prepare Council agendas. Record the proceedings and maintain in an official minute book;

(7) Coordinate the annual city audit;

(8) Perform duties of notary public, official signer, with the Mayor on checks, contracts and other official documents. Prepare and certify copies of the minutes, ordinances and resolutions;

(9) Record all financial transactions. Code, post and reconcile accounts payable and accounts receivable. Reconcile bank statements;

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(10) Maintain investments. Prepare monthly and annual financial statements and annual reports as required by county and/or state;

(11) Prepare annual budget, in accordance with Truth in Taxation requirements. Prepare other financial reports, at the request of the Council. Work with Bond Consultant, when required.
(Ord. 98-18, passed 12-10-98)