

Watertown City Council

March 4, 2022

Agenda Item:	Administrative Services Director Resignation
Request for Action:	Accept resignation of Administrative Services Director and Authorize Advertisement
Employee/Dept.:	Jake Foster, City Administrator

Background:

Administrative Services Director, Lynn Tschudi submitted her resignation on Friday, February 25. Her last day of employment with the City will be Friday, March 11.

Staff recommends that the role be filled in the same capacity in which Ms. Tschudi currently serves.

Budget Impact:

Staff anticipates that the hiring of a new Administrative Services Director will be budget neutral.

Funding Source:

General Fund>City Clerk

Recommendation:

Staff recommends that City Council accept Ms. Tschudi's resignation and authorize the advertising for the created vacancy using the same job description and wage range.

Requested Action/Motion:

"I move to accept the resignation of the Administrative Services Director and authorize the advertisement of the position."

Attachments:

Administrative Services Director Job Description

**CITY OF WATERTOWN
JOB DESCRIPTION**

JOB TITLE: Administrative Services Director
DEPARTMENT: Administration
EFFECTIVE DATE: 2021
FLSA STATUS: Exempt
HOURS WORKED: 7:00 a.m. to 4:30 p.m. M – TH, 7:00 a.m. – 11 a.m. F
40+ hours as needed

DEFINITION:

Performs administrative and professional work managing finances, maintaining accounting records, administering payroll, managing the human resources of the organization and conducting elections; and performs related duties as required.

SUPERVISION RECEIVED:

Works under the general and administrative oversight of the City Administrator.

SUPERVISORY FUNCTIONS:

Administration department staff including but not limited to Administrative Assistant, Deputy Clerk/Treasurer, etc.

EQUIPMENT/JOB LOCATION:

Works primarily from an office in City Hall. Equipment used includes but is not limited to personal computer, printer, fax, calculator, postage meter and copy machines.

ESSENTIAL FUNCTIONS OF THE JOB:

General:

- Assists City Engineer, City Attorney, and Administrator with city projects including researching history and precedents, providing financing information and establishing processes.
- Receives requests, complaints, and information from the public and transmits to staff and/or Council or handles himself/herself.
- Acts as liaison with state, county, and other community officials.

- Performs duties as set forth by Minnesota statutes for the Clerk/Treasurer position.
- Effective and respectful communication and interaction with other employees, supervisors, individuals from other organizations, and citizens.
- Coordinates and supervises the administration department, providing direct supervision to the Administrative Assistant, Deputy Clerk/Treasurer, and any other part-time or full-time administrative department positions.
- Works with and coordinates the administration, implementation, and records of payroll and benefit programs of the city. Coordinating work of consultant brokers and communication with benefit providers.
- Develops, manages, and presents the City budget.

Finance:

- Review accounts payable and receivable transactions including coding and posting information to automated journals; verifies account information; and signs checks for bill payments. Will need to be back-up for accounts payable, accounts receivable and utility billing.
- Maintains and processes payroll, payroll deductions, payroll records and reports; audits, prints, and signs checks.
- Prepares federal and state reports, W-2's, 1099's, PERA, and medicare withholding.
- Assists outside auditing firm with annual audit, including preparation of worksheets and other required documents.
- Prepares or generates financial reports for the City Administrator and Council on budget status and bonds, including recording of bond payments and updating actual-to-budget amounts for revenue and expenditures as requested by City Administrator
- Reconciles City checking account by fund, each month; calculates monthly interest earned; maintains record of City Council approved fund transfers; ensures funds are organized efficiently.
- Prepares various weekly, monthly, quarterly, and annual reports for submission to county, state and federal governments.
- Provides financial information for completion of grant applications and for comprehensive plan development and modification.
- Ensures timely payment of bonds and maintains bond payment records.
- Assists in completing annual financial report to the state for Fire Relief Association.
- Monitors the collection of property taxes and assessments to assure the accuracy of receipts from the County; reconciles unpaid taxes and assessments and verifies with County records.
- Provides high level financial analysis and forecasts related to revenues and expenditures, identifies trends in the City's finances and synthesizes for the City Administrator, City Council, and other boards or commissions.
- Develops, analyses, and manages all department budgets, to include operating, capital, and debt schedules.

Human Resources:

- Oversees all aspects of human resource management, including workers compensation and FMLA coordination, benefits program administration, drug and alcohol testing, and other human resources programs.
- Prepares annual PERA exclusion reporting.
- In consultation with the City Administrator, responsible for the development and management of personnel policies and application thereof.
- Responsible for the management and implementation of the organization's recruitment, retention, and selection processes of employees; to include all part-time, full-time, and paid on call firefighter positions.
- Prepare annual employer notices for all employees.

City Clerk:

- Maintains Liquor Control Division forms; processes liquor license requests.
- Oversees license renewals and new licenses for cigarette, refuse, and mobile home licenses; ensures certificates of insurance are obtained.
- Conducts assessment searches; maintains related records and files.
- Acts as secretary for City boards and commissions (EDA, Fire Advisory Board, Park Commission, Commission on Aging & City Council), including attending meetings and taking minutes; assists in preparing agendas and other necessary paperwork for meetings; organizes and maintains records of minutes, ordinances, and resolutions.
- Attests the Mayor's signature on official documents wherever required; maintains responsibility for the City Seal; and notarizes documents as required.
- Provides certified copies of proceedings and records of the city upon request and administers oaths.
- Administers Record Retention schedule, keeps record of documents that need to be saved permanently and those that need to be destroyed in the future.
- Assists City Administrator with data requests, including researching and documenting information for the public as per the city data request policy.
- Records property documents at Carver County.

Elections:

- Directs local elections including preparing ballots and receiving candidate filings; providing supplies for polling places; posting and publishing notices of election; coordinating details with County, certifying results for Council, etc.
- Manages City Hall as the Watertown polling location.

MARGINAL OR NON-ESSENTIAL FUNCTIONS:

- Performs other duties as requested by City Council, Fire Department, and/or City Administrator.

- Staff liaison to the Commission on Aging.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Good communication skills, both written and verbal.
- Ability to communicate effectively in English, both in oral and written formats.
- Ability to work well in a fast-paced environment.
- Positive attitude.
- Considerable ability to prepare a variety of financial reports and prepare accounting records using a personal computer and accounting/financial software.
- Possession of effective problem solving and analytical skills.
- Ability to concentrate and use reasoning and good judgment.
- Ability to establish and achieve priorities in the work environment.
- Must be able to socially, physically, and mentally perform all essential functions of the position in the working conditions described above.
- Demonstrated ability to establish and maintain positive and effective relationships with other employees, the public and other governmental agencies.
- Available to work overtime as needed to complete required work.
- Ability to recognize and comply with appropriate task deadlines.
- Ability to work both independently and in a team setting, as deemed by assignment.
- Ability to create, proofread and edit documents.
- Considerable knowledge of municipal financial management and investment practices and procedures.
- Considerable knowledge of accounting, payroll and billing practices and procedures.
- Considerable knowledge of human resources management principles, employment laws, and personnel policy administration.
- Considerable knowledge of benefit program management administration, to include medical, dental, disability and death benefits typically available to employees.
- Considerable knowledge of City ordinances, resolutions, and policies.
- Considerable knowledge of state and county elections procedures and operations.
- Considerable knowledge of laws, rules, and regulations affecting city government finances and city clerk responsibilities.
- Considerable knowledge of modern office practices, procedures, and equipment including knowledge of computer operation and software packages.
- Considerable ability to keep accurate and complete records and files.
- Considerable ability to research files, and analyze problems and develop appropriate recommendations.
- Considerable ability to see and hear to answer phones, assist the public and work with city records and on the computer.

PHYSICAL DEMANDS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sit for extended periods of time.
- To have hand and arm (or equivalent) dexterity adequate to allow for extensive use of a keyboard for data entry.
- To talk and hear with enough proficiency to allow for communicating with customers by phone or in person.
- To have adequate vision to accommodate frequent viewing of computer screens, print reports and customer accounts.
- The employee must frequently lift and/ or move up to ten (10) pounds and infrequently lift or move up to 25 pounds.
- The noise level is moderate.

MINIMUM QUALIFICATIONS:

- Bachelor’s degree in finance, accounting, or related degree.
- Two years of public or private experience performing accounting and financial management functions in a similar setting.
- Two years of experience using computerized accounting systems.

DESIRED QUALIFICATIONS

- Five years of work experience performing accounting and financial management functions in a municipal setting.
- Two years of municipal finance experience.
- Two years of human resources management experience.
- Minnesota Municipal Clerk Certification or ability to obtain certification within 3 years

NON-DISCRIMINATION POLICY:

The City of Watertown will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, sex, disability, age, marital status, sexual orientation, or status with regard to public assistance.

(The examples given above are intended only as illustrations of various types of work performed and are not necessarily all-inclusive. This position description is subject to change as the needs of the City and requirements of the position change. The City of Watertown reserves the right to change and/or eliminate any and all job duties as necessary. This position is subject to state drug and alcohol testing.)