

CITY OF CALEDONIA, MINNESOTA

RESOLUTION 2016-010

RESOLUTION APPROVING CLERK-ADMINISTRATOR'S EXCLUSION FROM PERA COORDINATED PLAN

WHEREAS, the Caledonia City Code recognizes the position of clerk-administrator; and

WHEREAS, the duties of the position of clerk-administrator are set forth in the document attached hereto as Exhibit A; and

WHEREAS, the position of clerk-administrator for the City of Caledonia was offered to Adam Swann on December 5, 2015; and


WHEREAS, Adam Swann has been serving as the position of clerk-administrator since January 19, 2016; and

WHEREAS, the Public Employees Retirement Association of Minnesota authorizes a city manager, as defined in M.S. §353.028, subd. 1, to exclude themselves from PERA's Coordinated Plan for retirement; and

WHEREAS, Adam Swann has requested to be excluded from PERA's Coordinated Plan;

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby approves Adam Swann's request to be excluded from PERA's Coordinated Plan.

ADOPTED by the Caledonia City Council this 11th day of July, 2016.


Joshua D. Gran, Mayor

ATTEST:

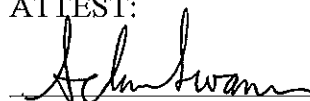

Adam G. Swann, Clerk-Administrator

Exhibit A

CLERK-ADMINISTRATOR

Position Title: Clerk – Administrator

Department: Administration
Supervisor's Title: City Council

Pay Grade: 10
Work Status: Full-time

Purpose

Serves as a department head performing executive and administrative work with primary responsibility to manage the daily operations of the administrative department. Informs the City Council about municipal operations at regular and other meetings, providing sound information for decision making purposes. Coordinates the administration of Council-approved budget and policies. Supervises other department heads to ensure programs and services are administered with effectiveness and efficiency. Responsible for all statutory Clerk and Treasurer duties.

Organizational Relationships

Reports to: Mayor and City Council

Communicates with: *Internally* – All City employees, City Attorney, City Auditor; *Externally* – Other city officials, county staff, state legislators and staff, financial and other consultants, contractors/vendors/suppliers, business and community organizations, and residents.

Supervises: Accounts Payable/Payroll Clerk, Billing Clerk, Secretary, Accountant and all other City Department Heads.

ESSENTIAL FUNCTIONS

Provides executive support to the City Council and EDA Board

- Regularly attends and participates in Council and other meetings: dictates council minutes, oversees and participates in agenda/packet preparation; keeps the Council informed of pertinent issues/concerns; and makes recommendations regarding various programs, projects and services.
- Co-signs, with the Mayor, all checks and legal documents, delegating authority to subordinate(s) as necessary.
- Serves as City's principal liaison and regularly communicates with numerous outside entities and residents to keep informed about municipal activities, promote understanding of City policies, and respond to questions/concerns.
- Establishes and maintains good relationships with other governmental and non-governmental agencies to promote the City's best interests; regularly interacts with legislators and local government leaders, state and county agency officials, and other city officials.
- Regularly meets with and coordinates work of the City's consultants and contractors.

Performs a variety of supervisory duties

- Undertakes or effectively recommends the full compliment of personnel functions such as staffing/hiring, training and staff development, assigning/prioritizing work, coaching and evaluating performances, compensation/rewards, and discipline/discharge.
- Communicates with City employees during regular staff and informal meetings to delegate work, assign tasks, and discuss problems/issues/concerns.
- Oversees and participates in the City's finance/accounting and administrative activities by supervising the Accounts Payable/Payroll Clerk, Billing Clerk, Secretary and Accounting positions.
- Oversees processing of City permits and licenses.
- Supervises all other Department Heads to accomplish administrative goals, project completion and coordination among departments.

ESSENTIAL FUNCTIONS (cont.)

Performs a variety of administrative duties

- Certifies regular and special levies to the County Auditor and files budget/levy reports with the State Auditor.
- Oversees cash flow and investments by ensuring compliance with state laws and City policies.
- Serves as the City's Personnel Officer; maintains personnel records; maintains/administers employee pay and benefits; and supports the City's collective bargaining process.
- Oversees the City's data privacy practices to ensure private and public data is correctly handled.

Oversees the preparation of mandatory and other reports as well as proper record keeping.

- Maintains various municipal records, files and documents, prepares certified copies as necessary.
- Maintains records on grants to the City, prepares and files necessary reports.
- Prepares specifications for certain bids, issues call for bids and receives bids.
- Prepares and files monthly, quarterly and annual reports to state and federal agencies.
- Calculates special assessments and prepares or oversees the preparation of certain special assessment rolls.

Coordinates and oversees election process

- Posts notices of upcoming vacancies; receives filings for elections.
- Arranges for preparation of ballots; maintains supplies and records.
- Prepares election judge rosters and advises election judges on duties.
- Conducts election day activities including the coordination of absentee ballots.
- Maintains and improves personal performance through attendance at seminars, workshops and other training events.

Other Duties and Responsibilities

Responds to utility and other buildings disputes.

Responds to animal control issues.

Reviews and evaluates cold weather protection appliances.

Perform other related duties as delegated by the City Council.

REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

Considerable knowledge of public administration, municipal finance, human resources/personnel administration, and economic development.

Knowledge and experience with accounts payable and payroll processing procedures.

Thorough knowledge of the City's organizational structure, operations, programs and service.

Thorough knowledge of the City's ordinances and policies and ability to interpret with uniformity and consistency.

Knowledge of, and ability to understand/use, property descriptions.

Skill in forecasting operating and capital needs and preparing/administering municipal budgets.

Skill in managing investments and utilizing available investments tools.

Skill in communicating, verbally and in writing, with a wide variety of groups and individuals and skill in using an appropriate degree of tact, persuasion, and conflict resolution depending on the situation.

Skill in leading/supervising subordinate personnel, fostering teamwork, and delegating authority and work as appropriate

Skill in planning and organizing and ability to establish goals and objectives that meet the organization's vision and mission.

Ability to analyze complex data, exercise independent judgment, and prepare/present reports for decision making purposes.

REQUIRED KNOWLEDGE, SKILLS and ABILITIES (cont.)

Ability to understand and perform a variety of mathematical calculations.

Ability to make independent decisions, oftentimes with imperfect information, when circumstances warrant such action.

Ability to obtain advanced training in public administration and keep up-to-date with related topics.

Ability to seek out and explore new models and methods to promote innovations and improvements to the City's programs and activities.

Ability to use computer and peripherals, software applications, and other office equipment.

Ability to cope with the mental and emotional stress of the positions.

Ability to execute and clearly communicate Council policies and directives.

Ability to establish and maintain effective work relationships with a wide variety of groups and individuals.

Ability to be flexible and adapt to changing situations/priorities.

Machines, tools, and equipment used: City or personal vehicles, computer and printer, phone, calculator, limited drafting tools, tri-pod level, and other typical office equipment.

MINIMUM TRAINING & EXPERIENCE

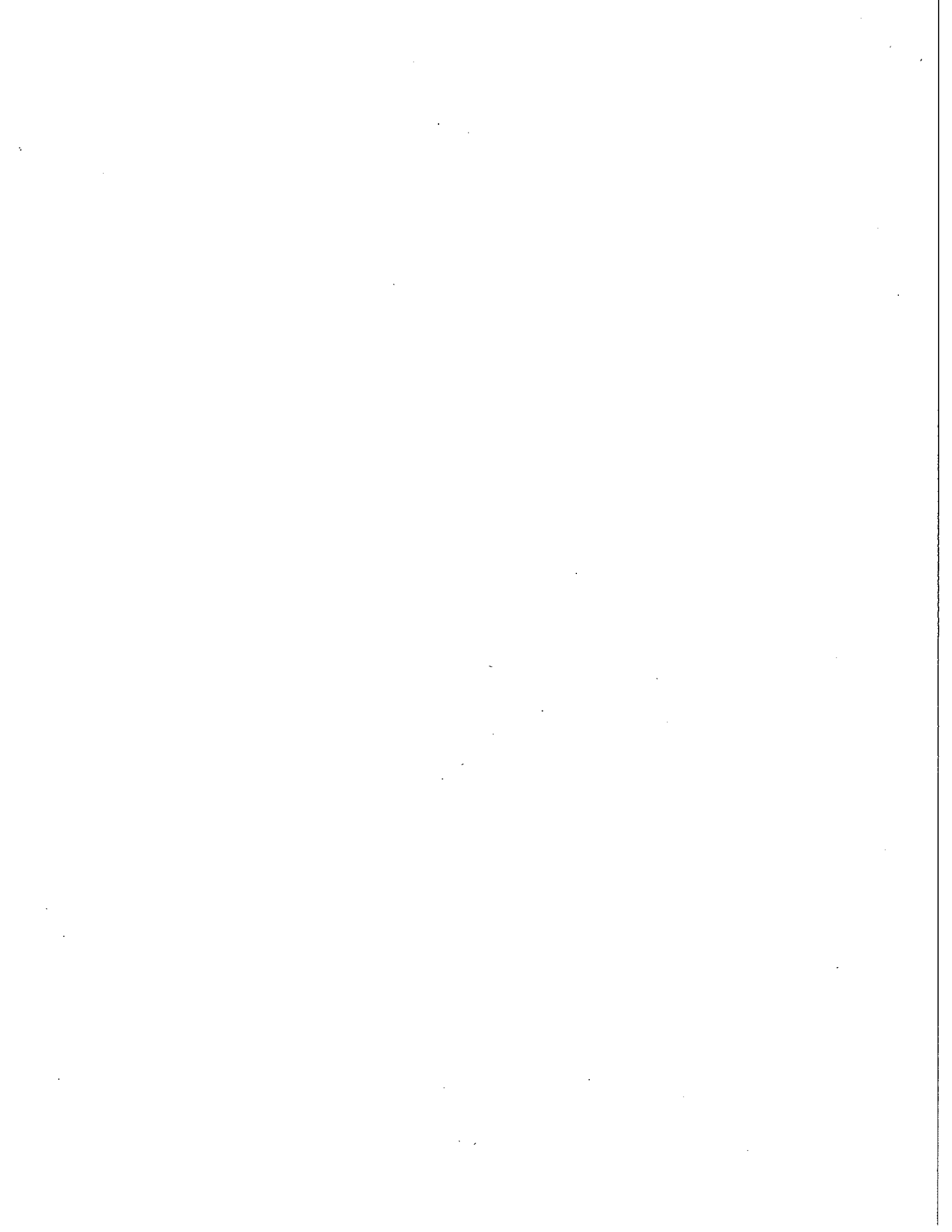
- A 4-year Bachelor of Science Degree in Business, Government, or Management with four years' experience, or, life experience of 8 years in government administration.
- Supervisory experience.
- Ongoing training is required
- Valid MN driver's license.

PREFERRED QUALIFICATIONS

- Specific administrative experience in a similar-sized municipality
- CMC certification.

Working Conditions

The majority of work is performed in typical office environment with travel to attend meetings, training, and other events. Works outdoors when performing tasks associated with project planning and project management. Sits for extended periods of time. Noise in work place is usually quiet but may be exposed to louder noises at work sites. Uses near vision, ability to focus, sense of touch, and hearing. Uses fine and large motor movements at times.



STATE OF MINNESOTA)
COUNTY OF HOUSTON)
CITY OF CALEDONIA)

I, Adam Swann, city clerk and administrator for the City of Caledonia, do hereby certify that this is a true and correct transcript of the resolution that was adopted at a meeting held on the 11th day of July, 2016, the original of which is on file in this office. I further certify that 5 members voted in favor of this resolution and that 5 members were present and voting.

Signed Adam Swann

Date July 12, 2016