CITY ADMINISTRATOR

POSITION SUMMARY

This position performs high level administrative, technical and professional work in directing and supervising the operation of all divisions and departments within the City of Dickinson, North Dakota to ensure efficient and effective organization, planning, and management of the City.

RESPONSIBILITIES

Essential Duties:

- Plans, directs, manages, and oversees the activities and operations of the City.
- Makes recommendations to the City Commission and administers policies and guidelines adopted by the Commission.
- Administers the preparation of City Commission meeting agendas; attends Commission meetings; makes oral and written presentations to the City Commission and to other public and private groups; provides information to the news media and the public regarding City operations; represents the City with other government agencies and in meetings with the public.
- Oversees development of studies for the City Commission; prepares a variety of reports.
- Represents the City at various meetings, conferences and other group functions.
- Oversees the development and administration of annual budget and capital plan; oversees the implementation of City Commission goals and objectives in financial and budgetary matters.
- Selects, trains, coaches and evaluates direct reports; provides clear directives to department directors.
- Provides direction and support to staff including advice and consultation to the City Commission; receives, investigates, and resolves complaints and concerns regarding City programs, services, and facilities; acts as liaison with cities, counties, regional state, and federal agencies on a broad range of matters.
- Continuously monitors and evaluates the efficiency and effectiveness of the City's organizational structure, staffing patterns, service levels and administrative systems; implements improvements and needed changes.
- Performs other duties of a similar nature or level as required.

Knowledge, Skills, And Abilities (position requirements at entry)**:**

- Knowledge of principles and practices of municipal management/public administration;
- Knowledge of accounting and financial management;
- Knowledge of and ability to interpret and apply laws, ordinances and statutes under which municipal government operates;
- Knowledge of Legislative Process and Parliamentary Procedure;
- Ability to organize, direct and coordinate the operations of a municipal government.
- Ability to select, supervise, train, develop and motivate management;
- Ability to develop and maintain effective, team-oriented working relationships with and between the City Commission, city departments, consultants, business owners, developers, a variety of outside entities and the general public;
- Skilled at organizing, prioritizing and managing multiple tasks and projects, diverse programs and business operations;

- Skilled at negotiating solutions and contracts;
- Skilled at managing administrative processes including budgeting, internal controls, policy development, planning and problem solving;
- Ability to communicate effectively, both orally and in writing with a wide variety of individuals and groups representing a variety of interests;
- Ability to prepare and present clear and concise reports;
- Ability to prepare and implement a large municipal budget;
- Ability to use office related equipment;

Training and Experience (position requirements at entry):

- Bachelor's degree from a four-year accredited college or university in Public or Business Administration, Finance or closely related field.
- Master's Degree preferred.
- Eight years progressive leadership experience with four years of city administrator/city manager experience.
- Or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

Special Requirements:

- Valid Driver's License
- ICMA-CM within 2 years of hire

WORKING CONDITIONS

Environment:

- This position will typically require: talking, hearing, seeing, reaching, standing, walking, driving, grasping, and repetitive motions. This position is administrative in nature, working indoors a majority of the time (up to 95%), requires acute mental skills, a lengthy attention span, and the ability to focus on close work.
- This position will be subjected to travel.
- Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time.

Classification: Grade 24, contracted position (G-24)
FLSA: Exempt
History: Fox, Lawson and Associates Rating: D71, Draft prepared by Fox Lawson and Associates LLC (JPF), Created: 6/99, Formatting Change 04/22/05, Updated 03/14/07
Updated and approved by City Commission: 08/18/08
Updated: 06/19/2020, 4/4/2022 by HR Nameniuk, 06/16/2025 updated to add correct grade for new pay scale – NT.