

**CITY OF NEWPORT, MINNESOTA  
JOB DESCRIPTION**



**POSITION:** Assistant to the City Administrator  
**DEPARTMENT:** Administration  
**REVISED:** *January 2016*  
**FLSA:** Exempt

**PRIMARY OBJECTIVE OF THE POSITION:**

Performs difficult administrative work assisting the City Administrator in a variety of assignments relating to the planning, direction, control and evaluation of the operations and programs of the City government, and related work as apparent or assigned. Work is performed under the general direction of the City Administrator. Supervision is exercised over assigned staff.

**QUALIFICATION REQUIREMENTS:**

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**ESSENTIAL FUNCTIONS/PRIMARY DUTIES:**

Partners with the City Planning staff to coordinate and oversee the City's building permit process; reviews permits and plans for compliance with City Ordinances; issues building, mechanical, plumbing, sewer and water, and fire permits, as well as required contractor's licenses; collects fees; creates permit application forms; maintains building records.

Supervises library and community center staff and seasonal summer staff; oversees the day-to-day operations of related programs.

Coordinates human resources for the City; creates job ads, job descriptions, personnel policies, and department policies; verifies references; performs administrative duties related to the hiring and training process; maintains personnel and confidential employee files; coordinates third party benefit services; chairs the Safety Committee.

Assists in the preparation of agendas, takes and transcribes minutes, and generates public hearing notices for the City Council, Planning Commission, Park Board, and Library Advisory Committee.

Gathers information, conducts research, prepares reports, and makes recommendations to the City Council and Planning Commission on items such as policies, ordinances, projects, etc.

Carries out City Council and Planning Commission decisions as directed by the City Administrator, and participates in discussions as necessary and appropriate.

Reviews and coordinates City licenses such as animal, garbage hauling, liquor, and tobacco; notifies license holders of expiration dates; assists in the preparation of applications; collects fees, insurance and bonds; issues licenses.

Organizes City and General Elections and trains Election Judges; oversees election-day activities.

Coordinates communications for the City including the quarterly newsletter as well as various publications and brochures; the website and social media pages, and cable commission announcements.

Coordinates the City's Rental Property Licensing Program; maintains all rental property records; communicates with property owners.

Receives and records sewer and water payments, deposits and receipts; answers related questions; provides assistance to callers and visitors; handles complaints; provides information and answers questions about general City actions as well as planning / zoning procedures.

Maintains City files and records, including but not limited to correspondences, minutes, ordinances, resolutions, planning requests, and property and building records; assists in the coordination of record retention and maintains records of destruction.

Provides administrative assistance to the City Administrator and City departments as requested.

Coordinates the annual festival (Pioneer Day); chairs the committee.

Remains cross-trained to perform payroll, assessment searches and utility billing in the Accountant's absence.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of municipal government operations and procedures; general knowledge of the principles, practices and techniques of public or business administration; general knowledge of City objectives, procedures and organization; general knowledge of standard office software and equipment; thorough knowledge of modern office practices and procedures; ability to devise detailed procedures and methodology; ability to communicate ideas effectively, both orally and in writing; ability to assess problems and situations, and be able to anticipate needs and evaluate alternatives; ability to concurrently coordinate and implement multiple programs, projects and activities; ability to conduct research, draw conclusions from data gathered and to prepare concise, detailed reports on a variety of subjects including planning, zoning, or administration; ability to act in a decisive manner, using good judgment; ability to maintain confidentiality; ability to establish and maintain effective working relationships with officials, consultants, employees, and the general public.

**EDUCATION AND EXPERIENCE:**

Bachelor's degree with coursework in public administration, planning, urban studies, or related field and moderate experience in local government, or equivalent combination of education and experience.

**PHYSICAL REQUIREMENTS:**

This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires standing, walking, reaching with hands and arms and lifting and occasionally requires climbing or balancing, stooping, kneeling, crouching or crawling and pushing or pulling; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

**SPECIAL REQUIREMENTS:**

Valid driver's license.