



City of Osseo

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Osseo, MN 55369-1195

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Assistant City Administrator

Position Title:	Assistant City Administrator
Department:	Administration
Supervisor's Title:	City Administrator
Pay Grade:	13
FLSA Status:	Exempt
Work Status:	Full Time

General Description of Position:

The Assistant City Administrator, a professional position within the City of Osseo, is a pivotal role requiring a high level of expertise and commitment. Collaborating closely with the City Administrator, this professional will contribute to the strategic direction and efficient operation of the city by managing diverse responsibilities. These include attending council and commission meetings, providing comprehensive administrative support, development of comprehensive plans, overseeing city planning and events, administering projects, handling grants, code enforcement, strategic planning and communications, and managing the RFP and bidding processes. As a key member of the city administration team, the Assistant City Administrator will play a crucial role in ensuring the city's growth, sustainability, and overall success.

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:

- Assists the City Administrator with special projects as assigned.
- Works closely with the City Clerk on several Clerk related duties.
- Assists with the City's zoning and development functions: reviews development plans, building permits, and sign permits; issues and inspects Zoning permits; calculates and collects development fees; works with building inspector, developers, and residents to research and answer questions and apply city ordinances.
- Serves as staff person for Planning Commission, Parks and Recreation Committee and EDA: prepares agendas/information packets, handles public notices, attends and facilitates all Commission and Committee meetings; takes minutes and follows up on directives as needed.
- Assists in preparing and presenting reports on planning related items to the Planning Commission, EDA, Parks and Recreation Committee, and City Council, assuring that proposals are complete and adequate information is available to make proper decisions; assists in creating staff reports regarding variances/conditional uses/other zoning issues for commissioners and council members; and makes staff recommendations; collects and prepares necessary background data from qualitative, quantitative, and secondary sources to assist various boards and

commissions in decision making; provides recommendations and direction.

- Receives and investigates complaints relating to ordinance enforcement; oversees the preparation of reports and background information and determines the appropriate course of action to obtain compliance; acts as the City's Code Enforcement Officer in relation to zoning-related complaints; assists the Osseo Police department in administering the Nuisance Ordinance.
- Manage Request for Proposal (RFP) and bidding processes, ensuring transparency, fairness, and compliance with applicable regulations, and facilitating the selection of qualified vendors.
- Maintains, updates, and implements the City's Comprehensive Plan and zoning ordinance through the research and recommendation of appropriate amendments.
- Researches and prepares grant applications by authoring proposals for related City programs and projects and administers grant agreements; develops evaluation strategies appropriate to various grants, programs, and initiatives.
- Provide comprehensive support to the City Administrator, including managing correspondence, scheduling, handling inquiries, and maintaining an organized and efficient office environment.
- Assume the role of acting City Administrator in the absence of the City Administrator, making informed decisions, maintaining continuity in city operations, and effectively addressing emerging issues. • Work closely with the City Administrator in the development and management of the city budget, and monitoring expenditures
- Assists with the City's outreach and communication initiatives, including print, electronic, and social media sources and community engagement strategies; assists in website administration.
- Assists in creating and maintaining the city's Geographic Information Systems (GIS) databases and other data management practices.
- Attends, as a staff representative, various meetings of outside bodies to foster cooperation on mutual interests and promote the City's best interests.
- Assists administrative staff, regularly and as needed, at the front counter and through phone work.
- Coordinates or participates in ad-hoc committee and subcommittee meetings related to special projects and developments, as the need arises.
- Maintains education and technical knowledge through attendance at professional organization meetings, conferences, workshops, and receiving course credit hours.
- Coordinates recreation activities for the City, including summer youth and teen programs and concert/movie series and public health promotions.

Knowledge, Skills and Abilities:

Thorough knowledge of the principles and practices of urban planning; general knowledge of economics, sociology, environmental issues, municipal finances, and tax-increment financing as applied to urban planning; general knowledge of current literature and recent developments in the field of urban planning; ability to analyze and systematically compile technical and statistical information and to prepare technical reports; ability to make presentations; ability to establish and maintain effective working relationships with other staff, department heads, City Council and the public.

Minimum Required Education and Experience:

Bachelor's degree in public administration, Community Development, Urban Planning, Business Administration, Communications or a related field; or equivalent combination of education, training and experience that provides the requisite knowledge, skills, and abilities for this position.

A minimum of three (3) years of progressive related government experience, demonstrating a solid understanding of municipal operations, election coordination, project management and other relevant responsibilities.

Possession of valid Minnesota Driver's License, indicating the ability to travel and fulfill job duties that may require transportation within the city or to regional meetings.

Desirable Qualifications:

Master's degree in public administration, Community Development, Urban Planning, Business Administration, Communications or a related field.

Special Requirements:

Basic website design skills
Microsoft Office suite: Word, Excel, Outlook, PowerPoint; desktop publishing
Social media platforms (Facebook and Twitter)

Physical Requirements:

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing and repetitive motions, frequently requires using hands to finger, handle or feel and reaching with hands and arms and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; ability to read and interpret plans and specifications for building projects and site plans; 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 and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operating machines, operating motor vehicles or equipment, and observing general surroundings and activities.

Environmental Conditions:

This work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Last Updated: July 2024