



CITY OF LE SUEUR  
REQUEST FOR COUNCIL ACTION

TO: Mayor and City Council  
FROM: Jasper Kruggel, City Administrator  
SUBJECT: Job Description Approvals  
DATE: For the City Council meeting of Wednesday, January 2, 2019

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**PURPOSE/ACTION REQUESTED**

Consider approving the job descriptions for the Finance Director, Recreation Manager, and Recreation Coordinator.

**SUMMARY**

The Personnel and Budget Committee has evaluated and made changes to the supplied job descriptions for the Finance Director, Recreation Manager, and Recreation Coordinator.

The Recreation job descriptions were modified to better define specific duties, and the Finance Director job description was slightly modified from the City's past description.

The positions of Recreation Manager and Finance Director have been posted and will close in early January depending on the number of applicants.

**RECOMMENDATION**

Staff recommends Council approve the attached job descriptions for Finance Director, Recreation Manager, and Recreation Coordinator.

**CITY OF LE SUEUR  
POSITION DESCRIPTION**

**FINANCE DIRECTOR**

**DEPARTMENT**  
FINANCE

**SUPERVISOR**  
CITY ADMINISTRATOR

**SUBORDINATES**  
UTILITY BILLING COORDINATOR

**DEFINITION:**

Under the general direction of the City Administrator, the Finance Director is responsible for the management of all financial functions of the City, including general ledger, budget preparation, payroll, and audit preparation.

**ESSENTIAL FUNCTIONS OF THE JOB:**

- Evaluates and maintains the accounting system for financial reporting, assuring effectiveness of the system.
- Evaluates and maintains an accounting system for tracking accounts payables and receivables.
- Leads the Finance Department by motivating and inspiring others and developing ideas that help drive the organization into the future in fiscally responsible and efficient manner consistent with the City Council long-term and short-term goals.
- Manages Utility Billing, including quality assurance of billing, implementation of new utility funds, and any other aspect of Utility Billing.
- Prepares annual summary of budget, general levy, required reporting and filings, and audit report summary for publication by City Clerk.
- Compiles data related to budgets from financial reports, staff, and the Council to submit to proper departments, and continuously updates data to keep departments informed of their revenues and expenses.
- Assists in preparation of the annual budget for the City assuring documents are in presentable budget form on due date.
- Manages the payroll functions.
- Provides technical assistance to City staff on a daily basis.
- Adjusts financial records when needed and prepares financial statements and schedules for the City according to generally accepted accounting principles.
- Provides technical assistance and knowledge for the preparation of the annual audit and statistical reporting.
- Codes all revenues and expenses.
- Supervises petty cash function.
- Reconciles cash with accounts receivable, accounts receivable to subsidiaries and investments to the General Ledger.
- Supervises Fiscal Agency activities.
- Develops and maintains depreciation and fixed asset schedules.
- Submits sales tax for all applicable departments and divisions in the City.
- Assists in preparation, implementation, and administration of grants from various funding sources as directed by the City Administrator.
- Assists the City Administrator in collective bargaining unit negotiations.
- Guides, trains, directs, and coaches subordinate staff.

Effective and respectful communication and interactions with other employees, supervisors, individuals from other organizations, and citizen customers, including the ability to make public presentations.

Attendance during regularly scheduled work hours and outside regular hours as necessary.

Performs the physical and mental demands of the position.

**ADDITIONAL FUNCTIONS OF THE JOB:**

Performs other related duties as assigned or apparent to achieve the goals and objectives of the department.

**EQUIPMENT USED:**

This position uses a variety of equipment typical to a traditional office setting. Such equipment may include, but is not limited to, personal computers, printers, telephones, fax machines and copy machines.

**REQUIRED KNOWLEDGE AND ABILITIES:**

- Knowledgeable of the principles and practices of accounting as related to governmental accounting as set forth by the Governmental Accounting Standards Board.
- Knowledgeable of compensation and benefit programs.

**MINIMUM QUALIFICATIONS:**

- Bachelor's Degree in Accounting or related field.
- Three (3) years of municipal finance experience.

**CONDITIONS OF EMPLOYMENT:**

Must comply with organizational and departmental policies.

**WORK SCHEDULE:**

The typical work hours for this position are a minimum of forty (40) hours per week, Monday through Friday during normal work hours. This position may also be required to attend City Council meetings as necessary.

**WORK ENVIRONMENT/PHYSICAL DEMANDS:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires the employee to work alone, with others, around others and have contact with the public. This position will work inside. Activities that will occur continuously, more than 7 hours, are sitting, use of key board for data entry, problem solving, analytical ability, organizational skills, concentration, working with interruptions, and time management. Activities that will occur frequently, 4 to 7 hours, are verbal communication. Activities that occur occasionally, 1 to 3 hours, are written-communication, interpersonal skills, creativity. In addition, this position requires frequently viewing and/or moving up to 10 pounds and infrequently lifting or moving up to 25 pounds.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

<b>CITY OF LE SUEUR POSITION DESCRIPTION</b>		
<b>RECREATION COORDINATOR</b>		
<b>DEPARTMENT</b> PUBLIC SERVICES	<b>SUPERVISOR</b> RECREATION MANAGER	<b>SUBORDINATES</b> LIFEGUARDS, FITNESS AND CLASS INSTRUCTORS
<p><b>DEFINITION:</b> The Recreation Coordinator supervises recreation facilities, activities, programs, staff, and events. Responsibility extends to development and implementation of various recreation activities within the Recreation Division.</p>		
<p><b>ESSENTIAL FUNCTIONS OF THE JOB:</b></p> <ul style="list-style-type: none"> <li>• Assist the Recreation Manager in planning, organizing, observing, and directing a variety of recreation activities in the recreation program area</li> <li>• Assist with training, participate in the selection of, and supervision of assigned staff, recreation staff, contract workers, and volunteers in city-wide activities such as sports leagues, recreational programming, and special events</li> <li>• Supervise and coordinate summer programs, leagues, lessons, camps, clinics, winter skating programs, and special events</li> <li>• Proposes, designs, implements new programs, initiatives, and events</li> <li>• Evaluates program effectiveness and service quality to ensure outcomes are met</li> <li>• Conduct performance reviews of subordinate employees and overall evaluation of part-time and seasonal staff</li> <li>• Advise and assist individuals and groups on related recreational issues</li> <li>• Exercise responsibility for the maintenance of equipment, materials, and personnel</li> <li>• Assist in preparing and monitoring the Recreational Division annual budget</li> <li>• Assist in developing and maintaining positive work relationships with other governmental agencies and groups, supporting team play whenever possible</li> <li>• Foster partnerships with both internal and external customers</li> <li>• Plan, organize, and direct recreational activities</li> <li>• Develop, market, coordinate, implement, and evaluate comprehensive recreational programming for youth, teens, adults, and volunteers in the community</li> <li>• Coordinate recreational opportunities for the City’s youth in conjunction with the school district, community education, multiple athletic associations, area businesses, and other local organizations</li> </ul> <p>Attendance during regularly scheduled work hours and outside regular hours as necessary.</p> <p>Effective and respectful communication and interactions with other employees, supervisors, individuals from other organizations, and citizen customers, including the ability to make public presentations.</p> <p>Performs the physical and mental demands of the position.</p> <p>Actively participates in the decision-making process supporting City goals and objectives.</p>		
<p><b>ADDITIONAL FUNCTIONS OF THE JOB:</b></p> <ul style="list-style-type: none"> <li>• Handle disciplinary matters as-needed</li> <li>• Prepare verbal and written reports using a personal computer</li> <li>• Maintains discipline, order, and crowd control at programming sites</li> </ul>		

- Attend staff meetings and conferences
- Provide assessments, plans, and participation assistance to participants with disabilities
- Provide staff training on how to support people with disabilities in recreation programs
- Provide reports to community committees including the Recreation and Parks Advisory Committee

Performs other related duties as assigned or apparent to achieve the goals and objectives of the department.

**EQUIPMENT USED:**

This position uses a variety of equipment typical to a traditional office setting. Such equipment may include, but is not limited to, personal computers, printers, telephones, fax machines, typewriters, copy machines and dictating machines.

**REQUIRED KNOWLEDGE AND ABILITIES:**

- Thorough knowledge of a recreation operations and program areas
- Ability to acquire a thorough knowledge of aquatic functions
- Enhanced knowledge of the principles and practices of facility planning, programming, and operations
- Ability to acquire First Aid/CPR/AED certifications within six months
- Ability to maintain order in a public facility

**MINIMUM QUALIFICATIONS:**

Bachelor’s Degree in Recreation, Parks & Leisure Studies, Administration or related field and experience managing or overseeing a Recreation facility or equivalent combination of education and experience. Must possess a valid Minnesota Driver’s License or the ability to obtain within thirty (30) days of employment. Must satisfactorily pass a criminal background examination. Must comply with organizational and departmental policies.

**PREFERRED QUALIFICATIONS:**

- Three (3) years of progressively responsible experience in the recreation field.

**CONDITIONS OF EMPLOYMENT:**

Must comply with organizational and departmental policies.

**WORK SCHEDULE:**

The typical work hours for this position are a minimum of forty (40) hours per week, Monday through Friday during normal work hours; evenings and weekends are common. Other hours may be required as assigned.

**WORK ENVIRONMENT/PHYSICAL DEMANDS:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires the employee to work alone, with others, around others and have contact with the public. This position will work inside and outdoors. Activities that will occur continuously, more than 7 hours, are: seeing with near vision. Activities that will occur frequently, 4 to 7 hours, are problem-solving, verbal communication, written communication, Interpersonal skills, sitting, handling, and seeing with far vision. Activities that occur occasionally, 1 to 3 hours, are analytical ability, organizational skills, and concentration, working with interruptions, time management, standing; walking; using fine manipulation; talking; hearing; and seeing with depth perception, accommodation, color vision, and field of vision. Activities that infrequently occur, up to 60 minutes, are creativity, bending; stooping; kneeling; reaching, above, and below shoulder level with the right, left, and both shoulders; using the sense of touch, and lifting and carrying up to 24 pounds. This position will require the ability to drive an automobile.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

<b>CITY OF LE SUEUR POSITION DESCRIPTION</b>		
<b>RECREATION MANAGER</b>		
<b>DEPARTMENT</b> PUBLIC SERVICES	<b>SUPERVISOR</b> PUBLIC SERVICES DIRECTOR	<b>SUBORDINATES</b> RECREATION COORDINATOR, ADMINISTRATIVE ASSISTANT, SEASONAL AND PART-TIME STAFF
<p><b>DEFINITION:</b> The Recreation Manager supervises and manages all recreation facilities, activities, programs, staff, and events. Responsibility extends to the administration of a well-rounded recreation program for the City.</p>		
<p><b>ESSENTIAL FUNCTIONS OF THE JOB:</b></p> <ul style="list-style-type: none"> <li>• Manages all aspects of the City of Le Sueur’s recreation facilities, including supervising subordinate employees, providing input for strategic planning, programming foresight, and general operations to the department head.</li> <li>• Plans the development of new facilities and programs and improvements to existing facilities and programs.</li> <li>• Responsible for overall facility scheduling.</li> <li>• Develops cost data for recreational development projects.</li> <li>• Creates, administers, and monitors the division budget including allocating resources, payroll, and approving expenditures.</li> <li>• Participates on various community committees.</li> <li>• Development and implementation of programs, policies, and procedures of the division. Performs needs assessment for the community and evaluates the requirements of programs and markets.</li> <li>• Maintains appropriate marketing and publicity relationships; presents and networks with local associations and municipalities.</li> <li>• Conducts and coordinates divisional administrative meetings.</li> <li>• Prepares and submits internal and external reports to local, state, and federal agencies regarding program statistics, standards and reimbursements.</li> <li>• Develops policies and procedures, programs, and objectives for leisure, recreational, cultural, and sports programs and recreational facilities.</li> <li>• Facilitates professional development of subordinate employees.</li> <li>• Develops, recommends, and implements technical and operational procedures and systems to achieve improved economy and efficiency in recreational program operations.</li> <li>• Develops and monitors private and corporate sponsorships.</li> <li>• Responsible for the implementation and enforcement of risk management and safety policies, regulations, and procedures.</li> <li>• Responsible for maintaining and managing the Community Center, including capital planning for the facility.</li> <li>• Serves as a staff liaison on the Recreation and Parks Advisory Committee.</li> <li>• Manages existing and future contracts related to custodial services at the facility.</li> </ul> <p>Assists in the implementation of City goals and objectives.</p> <p>Effective and respectful communication and interactions with other employees, supervisors, individuals from other organizations, and citizen customers, including the ability to make public presentations.</p> <p>Attendance during regularly scheduled work hours and outside regular hours as necessary.</p>		

Performs the physical and mental demands of the position.

**ADDITIONAL FUNCTIONS OF THE JOB:**

Performs other related duties as assigned or apparent to achieve the goals and objectives of the department.

**EQUIPMENT USED:**

This position uses a variety of equipment typical to a traditional office setting. Such equipment may include, but is not limited to, personal computers, printers, telephones, fax machines and copy machines.

**REQUIRED KNOWLEDGE AND ABILITIES:**

- Enhanced knowledge of the principles and practices of facility planning, programming, and operations.
- Ability to maintain order in a public facility.
- Enhanced knowledge of recreation programming.
- Ability to effectively manage part-time, seasonal, and full-time employees.

**MINIMUM QUALIFICATIONS:**

- Bachelor's Degree in Recreation, Parks & Leisure Services or related field.
- Four (4) experience managing or overseeing a community center facility or equivalent combination of education and experience.
- Must possess a valid Minnesota Driver's License or the ability to obtain within thirty (30) days of employment.
- Must satisfactorily pass a criminal background examination.
- Must comply with organizational and departmental policies.

**PREFERRED QUALIFICATIONS:**

- Master's Degree in Recreation, Parks & Leisure Services or related field

**CONDITIONS OF EMPLOYMENT:**

Must comply with organizational and departmental policies.

**WORK SCHEDULE:**

The typical work hours for this position are a minimum of forty (40) hours per week, Monday through Friday during normal work hours. Other hours may be required as assigned.

**WORK ENVIRONMENT/PHYSICAL DEMANDS:**

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