



Civil Service Commission Meeting

Wednesday, January 14, 2026, at 3:00 PM

City Council Chambers, City Hall (10 3rd Ave SW)

Any person needing special accommodation for the meeting is requested to notify the City Clerk's office at 857-4752.

1. ROLL CALL

2. NEW BUSINESS

2.1. ASSISTANT CITY MANAGER

It is recommended Civil Service review and approve the updated Job Description and Grade for the Assistant City Manager position.

2.2. CITY CLERK

It is recommended Civil Service review and approve the updated Job Description and Grade for the City Clerk position.

2.3. FINANCE MANAGER

It is recommended Civil Service review and approve the proposed Job Description and Grade for the Finance Manager position.

3. ADJOURNMENT



ASSISTANT CITY MANAGER JOB DESCRIPTION

DEPARTMENT:	City Manager	REPORTS TO:	City Manager
FLSA STATUS:	Exempt	DIRECT REPORTS:	Human Resources Director, City Assessor, City Clerk, Community Engagement Manager, Clerk of Court, and Internal Auditor.
PAY GRADE:	91	DATE REVISED:	01/07/2025

NATURE OF WORK

This is highly responsible executive-level work involving the planning, direction, and coordination of the activities of the City of Minot's local municipal government, with direct reports including the Human Resources, City Assessor, City Clerk, Community Engagement, Municipal Court, and Internal Auditing functional units. Work is performed under the policy direction and oversight of the City Manager. Reporting to the City Manager, the Assistant City Manager provides staff support to the City Council, represents the City in the community and with outside agencies, and ensures that public inquiries and concerns are addressed in a timely and professional manner. This position provides executive direction to department heads and support staff.

ESSENTIAL FUNCTIONS OF WORK (Performs all duties as assigned.)

- Supports the City Manager with responsibility for all facets of City management through specific operational areas and projects
- Works closely with the City Manager, in conjunction with the City Council, to articulate and accomplish strategic goals and objectives.
- Serves as Acting City Manager in the absence of the City Manager upon delegation
- Provides support and oversight to all aspects of operational areas as assigned by the City Manager. Serves as the City Manager's liaison to committees, boards, or commissions as assigned.
- Assists in providing administrative and technical support to the City Council by analyzing policy issues; formulating plans to improve the effectiveness and efficiency of City operations and services; and offering recommendations to improve City Council functioning and effectiveness.
- Supports the City Manager in developing budget goals within the parameters set by the Council; assists in budget preparation of assigned operational areas and recommends budgetary adjustments in keeping with city policies.
- Serves as project sponsor on various organizational development and strategic planning projects involving multiple City departments and other governmental partners and agencies.
- Serves as a member of the City's executive management team. Supports the City Manager in developing overall management policy and direction.
- Assures compliance with applicable city, state, and federal rules, regulations, laws, and ordinances in assigned areas.
- Represents the City before local, county, regional, state, and federal governmental entities and elected officials.
- Assures high-level customer service for Minot citizens by providing timely, responsive attention to requests, complaints, questions, disputes, and concerns.
- Assists in the fostering of collaborative relationships with other governmental entities and key community institutions and organizations, both public and private (e.g., Minot State University, Minot Air Force Base, area economic development organizations, regional healthcare systems, etc.)
- Serves as a member of the City's executive management team.

ASSISTANT CITY MANAGER (continued)

REQUIREMENTS OF WORK

- The fundamental ability to effectively and efficiently provide governmental services, with accountability and transparency in the process.
- Strong commitment to the underlying core values of the City and its statements of mission and goals.
- Extensive knowledge of the principles, theories, and practices of modern executive and administrative planning, management, and control.
- Thorough knowledge of federal, state, and local laws, regulations, and policies applicable to structure, functions, programs, and practices in conducting public services through the city government.
- Thorough knowledge of modern principles, practices, methods, and techniques in evaluating program and facility needs of a medium-sized city.
- The ability to understand, conceptualize, and analyze complex situations, giving adequate weight to competing interests, priorities, and values. Excellent critical thinking and problem-solving skills are required.
- Ability to interact productively with members of the City Council, City staff, representatives of other governmental organizations, and the general public; lead effective teams; successfully manage conflict; and foster healthy and functional organizational dynamics and culture.
- Ability to plan, organize, coordinate, prioritize, assign, evaluate, and improve the work of department heads and their relevant support staff.
- Commitment to a collegial and collaborative leadership approach.
- Ability to communicate complete ideas effectively, both orally and in writing.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Possession of an undergraduate degree is required; business, public administration, or government is desired. A minimum of three years of supervisory experience overseeing three or more direct reports. Three years of experience in local, state, or federal government, with two years at the department head level, is desired. Successful experience with process improvement methodology and application is desired. Equivalent combinations of education and experience may be considered.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to see, speak and hear. The employee is frequently required to stand, walk, use hands, fingers, and arms. The employee is occasionally required to sit, climb, or balance, and stoop, kneel, crouch, or crawl. The employee must be able to lift and/or move up to 10 pounds.



City Clerk Job Description

DEPARTMENT:	City Manager	REPORTS TO:	City Manager
FLSA STATUS:	Exempt	DIRECT REPORTS:	N/A
PAY GRADE:	68	DATE REVISED:	01/05/2026

NATURE OF WORK

This position provides highly complex administrative support and project management to City Council, the City Manager and other departments with regard to council activities. The incumbent directs, supervises, and coordinates the activities and operations of the City Clerk's Office including preparation and recording of the activities and decisions of the City Council and codification and maintenance of official City records; coordinates assigned activities with other departments and outside agencies. As the primary executive assistant to the City Manager and Council, the role involves strategic coordination, leading/coordinating special projects, conducting program analysis, interpreting rules and regulations, and providing advisory support on ordinances and records compliance, and ensuring seamless operational efficiency in governance processes. Work is performed under the general direction of the City Manager.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

- Assume management responsibility for all services and activities of the City Clerk's Office and the City Manager's Office, including preparation and recording of the activities and decisions of the City Manager and City Council and codification and maintenance of official City records. Provide executive-level administrative support to the City Manager, including calendar management, correspondence handling, management of City Manager tasks and suspensions to City Staff, and preparation of confidential materials.
- Administers various city licensing programs, including tobacco licenses, liquor licenses, gaming permits, special event permits, and other regulatory permits/licenses.
- Plan, direct, coordinate, and review operational workflows within the City Clerk's Office and the City Manager's Office; identify efficiencies and implement improvements in administrative processes. Identifies and analyzes problems; weighs relevance and accuracy of information; seeks/generates and evaluates alternative perspectives/solutions; makes timely/effective recommendations based on potential implications of findings or conclusions. Critically evaluates to identify the causes of problems and chooses courses of action that balance the interests of the mission and stakeholders.
- Advise City Manager, Council, and departments on ordinance interpretation, records retention policies, and compliance with federal, state, and local regulations.
- Supervise and coordinate the preparation and distribution of agendas and support materials for City Council and other meetings as assigned and/or needed. Ensure materials are strategically aligned with governance priorities and facilitate high-level decision-making.
- Attend meetings of the City Council and related committees and commissions to repeat/clarify motions, record votes and record minutes; follow up on action items as necessary. Serve as a key resource during meetings, providing real-time guidance on procedural and records-related matters.
- Ensure accurate up-to-date filing of the City ordinances, agreements, resolutions, and minutes of City Council, committees, and commissions; sign and certify official City Documents.
- Ensure City agreements, contracts, and other legal documents are signed and recorded, associated records and documents are obtained, and public notices and ordinances are published. Conduct thorough reviews for compliance and accuracy to mitigate legal risks.
- Oversee and supervise all public records requests; note and submit requests that need to be reviewed



City Clerk Job Description

by the City Attorney before being fulfilled. Manage complex requests involving sensitive information, ensuring adherence to open records laws and data privacy standards.

- Oversee and manage the City's records management program, including developing procedures for records management, retrieval, and disposal; maintain, dispose of, and preserve official City documents and records, including resolutions, ordinances, deeds, Council minutes, agreements, and reports in accordance with legal requirements; supervise the storage and protection of the City's permanent records. Lead digital transformation initiatives for records, including the implementation of electronic systems to enhance accessibility and security.
- Serve as the liaison for the City Clerk's office with other departments, outside agencies, and the general public. Facilitate strategic communications and community engagement on records and governance issues.
- Provide responsible staff assistance to the Mayor, City Council, City Manager, City Attorney, and Department Heads. Offer executive advisory on administrative best practices and policy implications.
- Manages daily administrative operations for the Office of the City Manager, including filtering of information and ensuring administrative and logistical needs are met, enabling the City Manager to be more effective by having the time to provide the strategic leadership necessary and required as the municipality's chief executive officer.
- Oversees municipal elections in coordination with county and state officials, ensuring compliance with election laws and regulations.
- Acts as the primary point of contact between the City and external investigators. Coordinates the gathering and submission of required documents, schedules interviews, and provides all relevant information necessary for investigative processes while maintaining confidentiality and legal compliance.
- Serves as the official custodian of the city seal and provides notarization and certification of city documents as required.
- Delegated authority to direct department heads on behalf of the City Manager for routine matters.
- Manage the budget for the Office of the City Manager to include forecasting for the 3-year budget, properly recording expenses, ensuring timely payment of invoices, and coordinating with the Comptroller as appropriate for necessary budget amendments.
- Manages the daily operations of the Office of the City Manager, including filtering information, resolving citizen complaints, and ensuring the administrative and logistical needs are met, thus enabling the City Manager to be more effective and efficient in providing strategic leadership to the community.
- Performs other related duties as assigned.

REQUIREMENTS OF WORK

- Thorough knowledge of city government operations, organization, and activities of the City Clerk's Office and Office of the City Manager.
- Knowledge of federal, state, and local laws, codes, rules, and regulations related to the responsibilities of the City Clerk's Office. Including advanced expertise in ordinance codification, records retention schedules, and compliance auditing.
- Thorough knowledge of standard office procedures, effective practices and processes, office



City Clerk Job Description

equipment, computers, and applications. Thorough knowledge of Microsoft Office applications. Proficiency in advanced administrative tools, digital records software, and data management systems.

- Knowledge of principles of workflow optimization and independent project management.
- Knowledge on principles and practices of administrative management, including electronic document and records management. Including strategic planning for compliance and efficiency.
- Ability to make independent decisions in accordance with established policies and procedures.
- Ability to plan, direct, and participate in the services and activities of the City Clerk's Office.
- Ability to identify and respond to community and City Council issues, concerns, and needs.
- Ability attend evening meetings as required.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to establish and maintain effective working relationships with those contacted in the course of work, especially in difficult situations.
- Exhibits strong interpersonal skills: Engages and inspires others. Treats others with courtesy, sensitivity, and respect. Considers and responds appropriately to the needs and feelings of different audiences/situations/cultures. Actively solicits feedback. Exemplifies professionalism, tact and empathy. Builds trust and commitment.
- Serves as the confidant to the City Manager. Maintains strict confidentiality on personnel matters and pre-decisional issues. Understands who needs to know and who doesn't.
- Thoroughly understands and implements the City Manager's priorities, intent, direction and guidance.
- Ability to provide executive-level advisory and coordination across stakeholders.

DESIRED MINIMUM TRAINING AND EXPERIENCE

A Bachelor's degree from an accredited college or university with major course work in political science, public administration, business administration, or a related field, and seven years of experience performing responsible and complex administrative duties preferably in a government agency; or any equivalent combination of training and experience.

NECESSARY SPECIAL REQUIREMENTS

Possession of, or annual progression toward, a Certified Municipal Clerk (CMC) certification from the International Institute of Municipal Clerks is required within three years.

Possession of or progression toward a CAPM credential from PMI (Project Management Institute)

Possession of a valid North Dakota driver license.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, use hands to finger, handle, or feel, and reach with hands and arms. The employee is occasionally required to sit, climb, or balance, and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

FINANCE MANAGER

DEPARTMENT:	Finance	REPORTS TO:	Comptroller
FLSA STATUS:	Exempt	DIRECT REPORTS:	Yes
PAY GRADE:	72	DATE REVISED:	12/08/2025

NATURE OF WORK

In the role of Finance Manager, the employee will provide financial management services for the City of Minot across a broad array of business functions. Finance Manager performs core accounting and financial reporting, budgeting, cash management, financial analysis, compliance and other special projects as assigned. Work is performed under the direction of the Comptroller. Finance Manager will lead and mentor a team of financial professionals, fostering a collaborative and efficient work environment.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Supervises staff assigned to financial management teams that provide operating and financial services within the Finance Department including, but not limited to the following: accounts receivable, accounts payable, cash receipts, grants management, operating and capital budgeting, fixed and capital assets, financial forecasting, analysis and reporting, and cash management.

Conduct financial analysis and forecasting to support long-term planning and decision-making.

Reviews and maintains records of all grant awards to determine requirements, including schedule of reimbursement requests, progress reporting, and period of performance.

Assist the Finance Director and Comptroller in the development of goals, objectives, policies, procedures and work standards.

Ensure compliance with all financial policies, procedures and regulatory requirements.

Train, motivate and evaluate assigned staff; establish standards of productivity and performance; prepare and present employee performance reviews and action plans, as needed; provide or coordinate staff training; recommend employee recognition; and oversee daily operations.

Assists in the preparation of the City's annual comprehensive financial report and preparing required materials for the external audit.

Coordinates the preparation of the annual budget including planning and overseeing the budget development, reviewing and analyzing short-term and long-term financial forecasting, summarizing budget data for budget decision making, and developing efficient and effective budget documentation practices.

Interpret and apply legal and administrative concepts to various financial functions.

Implement and maintain internal controls to safeguard the City's assets and ensure accurate financial reporting.

Provides system support for financial management software program upgrades, new deployments and custom programming projects.

Performs other related duties as assigned.

FINANCE MANAGER (continued)

REQUIREMENTS OF WORK

Ability to plan, organize, assign, direct, review and evaluate the work of professional, technical and clerical staff.

Knowledge of generally accepted accounting principles (GAAP), governmental accounting standards (GASB) and fund accounting procedures.

Knowledge of internal control principles.

Knowledge of principles, procedures and practices of grant administration, particularly record keeping, reporting and Office of Management and Budget Uniform Guidance.

Knowledge of budget development practices and financial modeling including financing forecasting techniques.

Demonstrated ability to think strategically and to proactively manage implementation of specific initiatives.

Detail-oriented, organized and able to manage multiple priorities effectively in a fast-paced work environment.

Ability to mentor, coach and lead members of the Finance team in providing exceptional financial and business services.

Strong analytical and problem-solving skills.

Works well both independently and in a dynamic team environment.

Works with other departments to promote collaborative relationships.

Ability to communicate clearly and concisely, both orally and in writing.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Possession of a bachelor's degree in accounting or a related field – finance or business administration and five (5) years of professional accounting work experience; or any other equivalent combination of training and experience.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid North Dakota driver's license within one month of appointment.

Must be bondable and insurable.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit, stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.