

**RESOLUTION 2021-12
CITY OF HAYWARD, FREEBORN COUNTY,
STATE OF MINNESOTA**

**Changing Job Title of Maintenance Manager to
Director of Operations
(Maintenance)**

WHEREAS, the City of Hayward, is a small rural southeastern town in the State of Minnesota that boasts a population of 252. The city employs one full-time employee and one half-time employee, the City Clerk/Treasurer. The full-time employee's title has remained Maintenance Manager for greater than thirty years.

WHEREAS, the city believes job titles are critically important and should reflect the duties, level of responsibility of the role, and active participation in training and development, and much more.

WHEREAS, for a Director of Operations (Director) to excel, they should have, in cooperation with the city council, a level of control over the city's processes, develop, and execute new growth directives, develop financial plans, ensure city-wide operational compliance, and more.

WHEREAS, the Director is in charge of the activities of various departments in the public works sector - these departments include water and sewage treatment facilities, streets, parks, equipment maintenance, and more.

WHEREAS, when city governments lack the staff, time, resources, or expertise to undertake particular projects or parts of projects, they rely on services from outside vendors to complete projects - the Director prepares and executes documents for this work, requests for proposals, and invitations for bids.

WHEREAS, the Director's technical skills, management responsibilities, and project management techniques come together in the following responsibilities:

- monitor and oversee the physical facilities of the city
- evaluate projects against the budget
- monitor the work and progress within all departments on projects
- develop the protocol for hiring outside vendors
- create bid specifications and recommend specific vendors for projects
- ensure that all works are completed successfully by contractors, vendors, etc.

WHEREAS, the Director plays a key role in creating and planning long-term programs that develop and aid the growth of the city - the Director needs to set goals within the city's various departments - including planning and carrying out the proposals and projects.

WHEREAS, the Director must have excellent communication skills and be able to synthesize complex information about projects that can be understood by audiences that do not have the technical background to understand the finer details.

WHEREAS, the Director must have excellent project management, the ability to plan, organize, and direct the work of various project personnel.

WHEREAS, the Director must have excellent written skills with the ability to create and prepare clear, comprehensive written reports.

WHEREAS, the Director must be comfortable with, and able to, network - excel at maintaining effective working relationships with city officials, contractors, the general public, and representatives of other agencies.

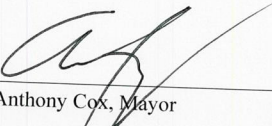
WHEREAS, the Director must be practiced with financial skills and possess the knowledge in principles of budget preparation and expenditure control.

WHEREAS, the Hayward City Council realizes the value of an employee that embodies all of the aforementioned traits and leadership characteristics and has the knowledge, skills, expertise, abilities, work performance and experience, in all of the aforementioned areas of importance to the City of Hayward.

WHEREAS, the City of Hayward provides pay transparency helping employees understand why they are paid what they are being paid and that the amount is fair, equitable, and within the City's budget and ability to pay and the rate of pay for the Director of Operations position is not at issue.

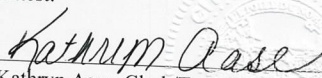
NOW, THEREFORE LET IT BE RESOLVED, that the City of Hayward does hereby approve changing the job title of Maintenance Manager to Director of Operations, because this title more accurately describes the duties and level of responsibility of the position at this time.

Adopted this 10th day of May 2021.



Anthony Cox, Mayor

Attest:



Kathryn Aase, Clerk/Treasurer

NOTE:

Written with the aid of various online sites including, but not limited to,
indeed.com, shrm.org, thebalancecareers.com

Combined skills, knowledge, abilities with Director of Operations position and Public Works Director position as this merger most closely meets the needs of the small City of Hayward