

The City of Long Lake's Administration Department provides overall support for City operations including interaction with the City Council, Boards, and Commission; daily interaction with residents; and coordinates administrative functions such as utility billing, permits/licenses, planning and zoning, general front counter assistance, and elections.

## **City Administrator**

The City Administrator is appointed by the City Council. This position provides general oversight and supervision to all other departments in the City and is responsible for implementing the policies of the City Council. The Administrator also plays a key role in the development and management of the City's annual budgets for operations, services, and utilities. Utility billing activities are the responsibility of the Finance Director.

## **City Clerk**

The City Clerk is also appointed by the City Council. The Clerk is responsible for providing general information and assistance to the public; issuing all City permits and licenses; answering questions regarding planning and zoning or code enforcement matters; managing the City's website, social media and e-communications; providing general support to the City Council as needed; and administering elections for the City of Long Lake.

## **Finance Director (Utility Billing)**

The Finance Director is also appointed by the City Council and is responsible for accounts payable, accounts receivable, utility billing, and assistance to utility customers. This position also plays a key role in budgeting and human resources operations.

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