Our intention is to have in-person meetings going forward. For the time being, we will hold the City Committee Meetings, Plan Commission, Council and most others at the Community Room at 933 Michigan Avenue. This in-person location will meet the legal requirement for our open meetings.

We will have a virtual option available, but the technology for the hybrid style meeting may not be reliable all of the time.

CITY OF STEVENS POINT
PERSONNEL COMMITTEE

August 12, 2024 - 6:55 PM

(or immediately following previously scheduled meeting)

Community Room
933 Michigan Avenue, Stevens Point, WI

OR

Zoom Teleconferencing

Meeting ID: 840 1018 0178 | Passcode: 022670
By Computer:
https://us02web.zoom.us/j/84010180178?pwd=RVSbOApubbplcPGQ1ayU4bhoJkQCAo.1
By Phone: +1-312-626-6799 (US Chicago)

(A quorum of the City Council may attend this meeting)

AGENDA

Discussion and Possible Action on:

1. Roll Call.
2. Requests for known 2025 out of state travel.
3. Chief Moody requests to create a Limited Term Employment (LTE) Accreditation Manager position within the Stevens Point Fire Department
4. Director Kernosky requests to move the Permit Technician to permanent full-time.
5. Continued discussion from July 2024- Alder Christianson requests discussion and consideration of a City Administrator position.
6. Adjournment.

Meeting Rider
Any person who has special needs while attending this meeting or needing agenda materials for this meeting should contact the City Clerk as soon as possible to ensure a reasonable accommodation can be made. The City Clerk can be reached by telephone at (715) 346-1569, TDD # 346-1556 or by mail at 1515 Strongs Ave., Stevens Point, WI 54481.

Copies of ordinances, resolutions, reports and minutes of the committee meetings are on file at the office of the City Clerk for inspection during normal business hours from 7:30 a.m. to 4:00p.m.

City Of Stevens Point
1515 Strongs Avenue
Stevens Point, WI 54481-3594

August 8, 2024

MEMORANDUM

TO: Personnel Committee Members
FROM: Sandy Frasch, HR Manager
RE: Personnel Committee Agenda

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2. Administrative Policy 03.05 requires that the Personnel Committee review all known out of state travel for the upcoming year. Attached are the requests.

3. Chief Moody requests to create a Limited Term Employment (LTE) Accreditation Manager Position within the Stevens Point Fire Department. Baker Tilly evaluated and recommended placing the position in the non-exempt FLSA status, at Grade F of 2024 current pay scale. Supporting documentation is attached.

4. Director Kernosky requests to move the Permit Technician to permanent full-time. Supporting documentation is attached.

5. Continued discussion from July 2024 – Alder Christianson request discussion and consideration of a City Administrator position. At the July 8 meeting, the committee requested for a sample of job descriptions from our peers. HR Manager and Chairperson Kneebone where to formulate standard questions and contact peers about the administrator position. Supporting documentation is attached:

    - Job descriptions from the following municipalities, job descriptions include non-administrator positions:
        - City of De Pere City Administrator
        - City of Merrill City Administrator
        - City of Monona City Administrator
        - City of Sheboygan City Administrator
        - City of West Bend City Administrator
        - City of Eau Claire City Manager
        - City of Whitewater City Manager
        - City of Green Bay Chief of Operations
    - Questions formulated by HR Manager and Chairperson Kneebone.
    - City of Stevens Point Organizational Chart – Directors and above (request from Alder Guthrie)
    - A listing of communities in the range of 15K to 50,000 and their corresponding type of administration provided by the League of Wisconsin Municipalities. This include both villages and cities. As well as municipalities requested by Chairperson Kneebone.

*** * CITY OF STEVENS POINT * ***
ADMINISTRATIVE POLICY

Policy Title: Out of State Travel for Work Related Training Policy No. 3.05

Date of Issuance: December l8, l989

Revision Date: October 15, l990

Description: The purpose of this policy is to explain the City's policy regarding employee travel for out of state work related training.

1. Out-of-State

   A. Attendance at out-of-state seminars, conferences or classes must be approved in advance by the Mayor and the Personnel Committee. (This does not include those held in Chicago or Minneapolis which only require supervisory approval).

   B. Known out-of-state conference requests for the upcoming budget year are to be submitted to the Personnel Committee for evaluation at their August meeting.

   Section Policy No. 3.01 “Standard Benefits” for policy information relating to Continuing Education.

City of Stevens Point
Parks, Recreation and Forestry
2442 Sims Avenue
Stevens Point, WI 54481-3594

Dan Kremer
Director
715-346-1536

Memo

TO: Personnel Committee

FROM: Dan Kremer, Director of Parks, Recreation and Forestry

DATE: July 16, 2024

RE: Out of State Travel - 2025

Please consider the following request for out of state travel for the Parks, Recreation and Forestry Department for 2025.

Each year during the budget process, the Parks, Recreation and Forestry Department (PRF) includes budget dollars within the operational budget for Continuing Education Units (CEU's) required for licensures, safety related courses, professional organization and association conferences and other professional development trainings. The Wisconsin Parks and Recreation Association, Wisconsin Arborists Association, Wisconsin Turf Managers Association and National Park and Recreation Association conferences are examples of those attended by staff.

Many dates and locations for various conferences and training have not been announced yet but could potentially require out of state travel when details are announced at a later date. I respectfully request permission to allow out of state travel for purposes related to education, safety and professional development which can be accomplished within the PRF operational budget as approved by the Director.

City of Stevens Point
1515 Strongs Avenue
Stevens Point, WI 54481-3594

Department of Community Development
Redevelopment Authority
Director Ryan J. Kernosky, MPA
Ph: (715) 346-1567
Fax: (715) 346-1498

TO: Personnel Committee

FROM: Ryan Kernosky, Director of Community Development

DATE: August 12, 2025

RE: 2025 Out of State Travel Request

Please consider the following request for out of state travel in 2025 for the Department of Community Development.

Annually we budget for training and travel related to continuing education, software educational activities, safety related courses, and professional annual conferences. Wisconsin and Midwest conferences occur yearly, and most staff chooses to attend those, however, there may be educational courses or conferences out of state that provide opportunities not available at the State or Regional level. These opportunities include the American Planning Association's annual conference, International Economic Development Council's annual conference, International Association of Assessing Officers annual conference, among others. Conferences like these are important to the continuing education of your dedicated Community Development Staff.

Out of state travel will be reviewed by the Department Director on a case-by-case basis, ensuring that there is adequate staff coverage and budgeting to allow the employee to attend.

Thank you for your consideration.

Stevens Point Police Department
933 Michigan Avenue
Stevens Point, WI 54481
Phone: 715-346-1500 / Fax: 715-346-1684

"Innovative Policing through Partnerships with the Community"

Robert J. Kussow, Chief of Police

TO: Personnel Committee

FROM: Robert Kussow, Chief of Police

DATE: August 12, 2024

RE: 2025 Out of State Travel Request

Please consider the following request for out of state travel in 2025 for the Stevens Point Police Department.

Annually we budget for training and travel related to continuing education, professional annual conferences, and mandated certifications. Most educational opportunities occur in Wisconsin but there may be training opportunities or conferences out of state that provide opportunities not available in Wisconsin for 2025.

Many dates and locations for these training opportunities have not been announced but they may potentially require out-of-state travel when details are announced. I respectfully request permission to allow for out of state travel for purposes related to education, professional development and certifications.

Out of state travel will be reviewed by the departments Administration on a case-by-case basis, ensuring there is adequate manpower and budgeting to allow an employee to attend.

Respectfully submitted,

Robert Kussow
Chief of Police

City of Stevens Point
Department of
Public Utilities and
Transportation

Joel C Lemke
Director
Phone: 715-345-5266
jlemke@stevenspoint.com

August 12, 2024

MEMO

RE: 2025 out of state travel

Personnel Committee:

Please consider the following request for out of state travel for Water, Wastewater, Stormwater, Transit, and Airport.

Annually, we budget for training and travel related to continuing education, software educational activities, safety related courses, and professional organization annual conferences. The American Water Works Association (AWWA) annual conference as well as the Water Environment Federation (WEF) annual conference are typically attended by utility staff.

Travel for Transit and Airport staff could be needed for courses and conferences that have not been announced yet. We are anticipating some conference attendance in areas that don't require approval, but not all conference details are known yet.

We respectfully request permission to allow out of state travel for purposes related to education, professional organizations, and safety that can be accommodated within Department budgets and as approved by the Director.

Thank you for your consideration,

Joel Lemke
Director

City of Stevens Point
1515 Strongs Avenue
Stevens Point, WI 54481

Public Works
Engineering Department:
Phone: 715-346-1561
Fax: 715-346-1650

Streets Department:
Phone: 715-346-1537
Fax: 715-346-1687

July 15, 2024

To: Personnel Committee

From: Scott Beduhn, Director of Public Works SAB

Re: 2025 Out of State Travel Request

Please consider the following request for out-of-state travel for the Department of Public Works.

Annually we budget for training and travel related to continuing education, software educational activities, safety related courses, and professional annual conferences. While we preferentially look for educational courses and conferences within the state, there may be educational courses or conferences out of state that provide opportunities not available at the local level. These courses and conferences are not all known at this time but may include offerings from American Public Work Association (APWA), Institute of Public Works Engineering Australia (IPWEA), Institute of Transportation Engineers (ITE), American Water Works Association (AWWA), International Municipal Signal Association (IMSA), Water Environment Federation (WEF), National Society of Professional Surveyors (NSPS), Geospatial Information and Technology Association (GITA), Esri, as well as accredited colleges and universities.

I respectfully request permission to allow out-of-state travel for the purposes related to education, professional organization and safety that can be accomplished within the Department's budget and as approved by the Director.

If there are any questions, please don't hesitate to contact me.

Thank you.

STEVENS POINT **FIRE DEPARTMENT**
1701 FRANKLIN STREET
715-344-1833
STEVENS POINT, WI 54481
FAX: 715-346-1599

Jb D. Moody
FIRE CHIEF

July 30, 2024

To: City of Stevens Point
1515 Strongs Avenue
Stevens Point, WI 54481

From: Jb D. Moody
Fire Chief
Stevens Point Fire Department

Subject: Out-of-State Travel

Please consider the following request for out of state travel for the Fire Department for 2025.

Each year during the budget process the Fire Department includes dollars within the operational budget for Continuing Education Units (CEU's) required for licensures, safety-related courses, professional organization and association conferences and other professional development trainings. The Wisconsin State Fire Chiefs Association, Wisconsin Society of Emergency Services Instructors, and Wisconsin Fire Inspectors Association are just some examples of those attended by staff.

Many dates and locations for various conferences and training courses have not been announced yet but could potentially require out-of-state travel when details are announced at later dates. I respectfully request permission to allow out-of-state travel for purposes related to education, safety and professional development which can be accomplished within the operational budget as approved by the Director.

Professionally,

Jb D. Moody
Fire Chief
Stevens Point Fire Department

STEVENS POINT **FIRE DEPARTMENT**
1701 FRANKLIN STREET
715-344-1833
STEVENS POINT, WI 54481
FAX: 715-346-1599

JB MOODY
FIRE CHIEF

August 1, 2024

To: City of Stevens Point
1515 Strongs Avenue
Stevens Point, WI 54481

From: Jb D. Moody
Fire Chief
Stevens Point Fire Department

Bill to Address: 1701 Franklin Street
Stevens Point, WI 54481

Subject: New Accreditation Manager Position within the Stevens Point Fire Department

Adding an Accreditation Manager to the Stevens Point Fire Department will be a major asset for many reasons. With the individual managing the activities, data, and records related to the Fire and Ambulance Services accreditation process. Any ambulance operation can claim it is delivering quality service, but the accredited agency can prove it through its written or documented procedures, systems, and reports.

This part-time position would be a Limited Term Employment (LTE) working for the Stevens Point Fire Department. The position would start with the department on or after January 1, 2025. After evaluating the accreditation process, we feel this LTE would be needed for at least 18 months, maybe longer. Also, working with the Comptroller's office we have vetted the cost of the part-time position and it would be funded out of the current EMS operational budget.

The first and foremost reason for the Accreditation Manager position is our patients and community. Accreditation assures our residents that the Fire and Ambulance services have met and exceeded to the Commission's highest standard for quality care and that our services stand ready to care for their families if needed.

A second reason is our Medical, Mutual Aid, and MABAS Partners, having those communities show confidence in knowing that our Fire and Ambulance service is delivering exceptional care and service by nationally recognized standards.

STEVENS POINT **FIRE DEPARTMENT**
1701 FRANKLIN STREET STEVENS POINT, WI 54481
715-344-1833 FAX: 715-346-1599

JB MOODY
FIRE CHIEF

Third, our department members and service will receive the recognition they deserve for achieving such a monumental goal. Accreditation could also assist with marketing our service when it comes to recruiting and retention.

The last reason is Accreditation assures local officials that our Fire and Ambulance services have undergone critical scrutiny by an independent review process.

No matter the reason, the intent remains the same, to prove that our Fire and Emergency Medica Services meet accreditation standards resulting in a higher level of performance and a greater focus on patient care and community service and maintain that the Stevens Point Fire Department remains at the tip of the spear.

Professionally,

Jb D. Moody
Fire Chief
Stevens Point Fire Department

City of Stevens Point
1515 Strongs Avenue
Stevens Point, WI 54481-3594

Department of Community Development
Redevelopment Authority
Director Ryan J. Kernosky, MPA
Ph: (715) 346-1567
Fax: (715) 346-1498

TO: Chairperson Kneebone
City Personnel Committee

CC: Mayor Mike Wiza
HR Manager Frasch

DATE: August 12, 2024

RE: **Request to increase Part-Time Permit Technician (32hrs/wk) to Full-Time (40hrs/wk)**

Background: The Community Development Department is seeking to increase the part-time Permit Technician Hours from 32 to 40 hrs/week permanently. Since March 2024, the Permit Technician has been working 40/hrs week to backfill permit issuance and inspection scheduling. Over the last several years, our permit intake has increased drastically, causing significant delays in getting permits issued (in some cases, 4-6 weeks). As of the writing of this memorandum, we are five weeks delayed in issuing permits. Historically, our goal has been to issue permits within two business days upon receiving them. Additionally, we have been unable to reconcile our permits to provide to the City Assessor so they can begin working on reviewing permits for changes in assessment. This also does not shed light on the fact that other duties assigned to the permitting staff have been categorized as non-urgent (meeting minutes, notices, and mailings, for example), and have been temporarily assigned to other staff in the department to handle temporarily – this is causing others in the department to be taken away from their work.

Our Community Development Technician and Permit Technician have been taking exceptional measures, including working beyond their 40 hours/week and claiming compensatory time to meet the demands of the department – this has caused an addition $5,345.81 in payroll liabilities that will need to be either taken (causing time away and further backlogs of work) or paid out when the permitting staff leaves employment with the City. This payroll liability will continue to grow as the staff take additional comp time or as their wages grow over the next several years.

The Community Development Technician has spent no time working on their assessment duties, nor are they able to take time away to get trained in all of those duties because of the demands on the Community Development side of the department. This is a critical component of succession planning in the Department, as our Assistant Assessor has indicated she plans to retire in 2025.

The increase in hours will not substantially alter the current situation in the Community Development Department, it will only marginally release some of the pressures of those in those positions. I do not expect to have permits reviewed and issued within the two-business day requirement with this change. The department, if properly staffed, would have two full-time

permit staff and one part-time permit staff to perform the work of the department. We have not been able to get even LTE authorization to backfill these needed hours. A table overviewing permit increases and revenue is identified to the right.

The Community Development Department is reviewing other options to ease workload demands on the staff. This includes shifting duties, increasing permit fees to reflect staff time involved in permitting, expedited fee structure for permits, among others.

As many of you know, the Community Development Department has taken on additional work over the last several years. These additional duties include staffing various committees like the Housing Taskforce, Bike/Ped Street Safety Commission, Aging Community Committee, Business Improvement District(s) among others.

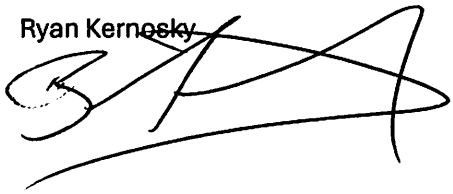
Year	Permit Revenue	Permit Total
2012	$ 100,093.00	739
2013	$ 100,275.00	694
2014	$ 106,173.00	695
2015	$ 126,514.00	783
2016	$ 302,177.00	939
2017	$ 387,160.00	1053
2018	$ 356,504.00	1288
2019	$ 463,456.00	1474
2020	$ 389,989.00	1495
2021	$ 260,922.00	1561
2022	$ 357,016.00	1626
2023*	$ 313,785.00	1536

1 Please note that 2023 permits are not reconciled and will result in a changed final number. The number provided is only an estimate.

Fiscal Impact: The fiscal impact of increasing the position to permanent full-time status is marginal, ~$14,000 annually. Per discussion with Mayor Wiza and Comptroller Ladick, they believe that approving a budget amendment to offset the cost for the remainder of 2024 is most appropriate, with a consideration of an allocation in 2025, once all options are evaluated.

On behalf of the department, thank you for your consideration. Please reach out to me with any questions or concerns.

Ryan Kernosky



CITY OF DE PERE, WI
POSITION DESCRIPTION

Job Title: City Administrator	**Department/Division:** Administration
Reports to: Common Council, Mayor	**Supervises:** Department Heads, Communications & Marketing Manager
FLSA Classification: Exempt	**Employee Group:** Non-Represented
Minimum Education: Master's degree from an accredited college or university in Public Administration.	
Minimum Experience: Ten or more years of progressively responsible experience in administration of city government including experience in personnel administration and labor relations. A combination of education and experience may be considered.	
Minimum Certifications: ICMA Credentialed Manager status preferred.	
Other Requirements: Valid unencumbered Wisconsin driver's license and safe driving record.	

JOB SUMMARY:
Under broad policy direction from the Common Council, the City Administrator serves as chief administrative officer for the City; provides leadership with the development and execution of the City's strategic vision; provides highly responsible and complex policy support to the Council; directs the work of executive level managers and reviews overall operational performance; and exercises budgetary and contractual control over revenue and expense for the City.

ESSENTIAL FUNCTIONS:
The following duties are essential for this position. However, they are not to be construed as exclusive or all–inclusive. To be successful in this position, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

- Direct and coordinate administration of all City government activities; manage operation and general office of City Hall.
- Perform duties of Comptroller as defined in Section 62.09(10), Wisconsin Statutes.
- Manage the financial affairs of the City. Prepare financial analyses of operations. Recommend major economic objectives and policies.
- Direct preparation of reports outlining City's financial position in areas of revenue of expenses. Direct audits of City's accounts and preparation of comprehensive annual financial report.
- In cooperation with the Finance Director, financial consultant and bond counsel, prepares for issuance and sale of general obligation and revenue bonds as directed by the City Council.
- Perform duties of Purchasing Agent, managing the supervision of all purchases of materials, supplies, equipment, and services for all departments.
- Ensure enforcement of State laws, local ordinances, and other regulations pertaining to municipal operations.
- In conjunction with City Council, develop, monitor, and communicate the implementation phases of the

City's strategic plans to ensure that long range goals and objectives are met.

- Provide recommendations for the development of policy by the City Council.
- Advise the City Council on major policy issues, reports on financial status and general operating conditions, and recommends legislation and policies required in the public interest.
- Ensure efficient and effective implementation of policy.
- Participate in the interview and selection process of department heads and other new employees as needed. Provide training and instructions. Assign and review work and prepare performance check-ins.
- Delegate responsibility to senior staff and monitor their performance. Address day-to-day issues and questions; initiate employee recognition, promotion, disciplinary action, and discharge processes as necessary and appropriate.
- Provide leadership and management to all assigned staff. Supervise the work of and monitor and evaluate on-going performance of staff members; assess and make recommendations of training needs.
- Approve per City policy, salaries, wages, and working conditions for non-represented employees. Assist departments in labor relation matters regarding discipline, terminations, grievances, and complaints.
- Remove any officer or employee, if necessary, in accordance with the City Code and Policy.
- Direct the executive management team and align program and practices with the strategic plan, mission, vision, and goals.
- Establish general direction and primary goals for operating departments and cause the development of related work plans, operating budgets and capital improvement plans; manage the preparation of the annual budget for the Mayor for submission to the Finance and Personnel Committee and City Council and report to the Mayor and City Council regarding the current status of the budget.
- Investigate and advise the Mayor and Common Council of the availability of local, State, and Federal funds and assist department heads on the procurement of such funds.
- Respond to Council inquiries regarding matters related to the City and ensure that Council directives are carried out.
- Conduct research and procedural/administrative studies and prepare reports of proposed solutions or recommended courses of action.
- Interact frequently with elected officials, staff, citizens, and others to interpret and implement policy directives.
- Respond to citizen inquiries and requests for service.
- Represent the City in discussions and negotiations with other governmental entities.
- Meet with business and industrial representatives regarding development in the City. Direct and participate with the Development Services Director in negotiations involving economic development.
- Promote and create opportunities for economic development.
- Communicate with and respond to the media.
- Perform special assignments as requested, to include researching and preparing reports and projects, developing and implementing programs, and presenting technical data to elected officials and other interested parties.
- Represent the City at various functions such as marketing speeches at civic and business associations, meeting with influential persons within the community, developers, officials, citizens, and representative of the press, to establish goodwill and resolve/respond to issues.
- Perform other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Local government management and business theory, practice and administration in order to oversee the planning and implementation of all City functions; to prepare reports/analyses, policies and budgets.
- Theories, principles, and practices of public administration.

- State and local government legislative procedures.
- Theory, principles and practices of economic, community development, finance, marketing and general business administration.
- Basic principles and practices of planning, basic design and construction standards and methods, codes, ordinances, regulations and standards governing City projects.
- Community dynamics including intergovernmental relations, civic organizations, and special interest groups.
- Principles and practices of modern management, public administration, municipal finance and budgeting, accounting, public policy development, and community/public relations.
- The City, Department, and Division's operating requirements, policies, procedures, and practices; and local, state, and federal regulations related to department programs and operations.
- Principles, procedures, and techniques of labor contracts and negotiations.
- Principles and practices of effective, respectful employee supervision.
- Principles and practices of fiscal and project management and techniques utilizing strategic short to long-range planning principles.
- Standard office practices and procedures including business English, business document format, spelling, grammar, punctuation, vocabulary, filing and math.
- Computer software including word processing, spreadsheet, database applications, and specialized software consistent for this position.

Skill in:

- Organization and time management to complete tasks, meet deadlines, and improve overall department/office efficiency.
- Researching and understanding complex written materials; maintaining accurate internal records.
- Operation of office equipment to effectively perform the duties and responsibilities of the position.
- Developing, interpreting and implementing regulations, policies, procedures, written instructions, general correspondence, and other department-specific documents.
- Applying problem solving, logic and reasoning to determine solutions, conclusions or approaches to problems.

Ability to:

- Interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
- Instruct, train, and mentor in methods and procedures related to the organization.
- Oversee the work of staff including coordinating, assigning, monitoring, and evaluating work; hiring, training, counseling, and disciplining staff; managing time-off and maintaining personnel records.
- Prioritize and plan for efficient use of resources, and monitors progress against objectives.
- Analyze and prepare budgets, schedules, reports, policy and procedures, and business correspondence.
- Convey complex information clearly. Anticipate the information others will need.
- Influence the behavior of others through persuasion and encouragement. Manage conflict or other sensitive issues tactfully and effectively.
- Organize, schedule, prioritize and perform duties with limited supervision.
- Observe, follow instructions, and complete assignments accurately and within deadlines.
- Communicate effectively both orally and in writing with business representatives, elected officials, department heads, the public, and other City employees with courtesy and tact.
- Develop and maintain effective working relationships with staff and the public.
- Maintain confidentiality and discretion regarding information read or heard.
- Utilize a computer and required software.
- Work the required hours of the position and respond after hours as needed.

PHYSICAL AND WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed in a typical indoor office setting sitting at a desk in front of a computer.
- This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms.
- Specific vision abilities required by this job include close, distance and peripheral vision; depth perception; and the ability to adjust focus.
- Acceptable verbal and conversation skills to effectively communicate with others in English.
- Ability to read and write English and interpret documents.
- Acceptable verbal and conversation skills to effectively communicate with others via the phone, at meetings and to greet and assist visitors.
- Frequent use of phone handset and repetitive use of hand & fingers to operate office equipment, use computer keyboard & computer mouse and to perform other office tasks.
- May require interactions with persons who are hostile or aggressive, posing threatening conditions.

All of the above is not to be construed as an exhaustive statement of duties, responsibilities or requirements. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Nothing in this position description limits management's right to assign or reassign duties and responsibilities to this job at any time. This position description does not constitute an employment agreement between the Employer and Employee and is subject to changes as the needs of the Employer and requirements of the position change. I have read the above position description and understand the duties and responsibilities of the position.

_____ _____

Employee Name (Please Print) Date

_____

Employee Signature

The City is an Equal Opportunity Employer. In compliance with state and federal law, the City will provide reasonable accommodations to individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Employees needing reasonable accommodation should discuss the request with the employee's supervisor or Human Resources.

CITY OF MERRILL
JOB DESCRIPTION

JOB TITLE:	**City Administrator**	**STATUS:**	**Exempt**
REPORTS TO:	**Mayor**	**DATE:**	**2/2/2015**

POSITION SUMMARY:

This is a highly responsible position providing professional administrative management services to support the Mayor and Common Council of the City of Merrill. The City Administrator provides overall direction for the City organization in accordance with the policies established by the Common Council. This position serves as Human Resources Director; ensures that City operations are conducted in an economic, efficient and effective manner; and that elected official and citizen concerns are addressed. This position also develops recommendations to the Mayor and City Council for changes in programs, operations and policies to increase the effectiveness and efficiency of City Government. In addition, the City Administrator works with the Finance Director to prepare, review, and monitor the annual operating budget for the City. The City Administrator provides direction, research, analysis, and guidance for economic development within the City, and directs efforts to help increase the tax base and employment opportunities.

Under the policy guidance and supervision of the Mayor and eight-member Common Council, the Administrator serves as the Chief Administrative Officer to direct and coordinate work of professional consultants; directly supervise the departments of Finance, Office of City Attorney, Water and Wastewater Utility, City Engineer, Public Works, Enrichment Center, Information Technology, Maintenance, Building Inspection and Zoning, and Transit; supervise work of Police, Fire/EMS, Parks & Recreation, Airport, and Library departments; and coordinate operations with elected officials consisting of the City Clerk and Municipal Court Judge.

The Administrator provides direction, research, analysis, and guidance in areas of finance, operations, human resources, economic development, redevelopment, land use, and other policy areas as requested by the Mayor and Common Council.

The Administrator facilitates effective relations between elected and appointed officials, citizens, employees, and professional service providers. This position possesses considerable discretion and latitude in fulfilling its duties and responsibilities.

ESSENTIAL DUTITES AND RESPONSIBILITIES

1. **Mayor and Common Council**

    a. Under the policy guidance and supervision of the Mayor and eight-member Common Council, the Administrator serves as the Chief Administrative Officer to direct and coordinate work of professional consultants; directly supervises the departments of Finance, Office of City Attorney, Water and Wastewater Utility, City Engineer, Public Works, Enrichment Center, Technology, Maintenance, Zoning & Building Inspection, and Transit; supervises work of Police, Fire/EMS, Parks & Recreation, and coordinates operations with elected officials consisting of the City Clerk and Municipal Court Judge.

b. Attends all meetings of the Common Council and Committee of the Whole, and provides support for their work as requested including preparing reports, analyses, options, and recommendations on policies and operational matters both directly and in coordination with other city personnel.

c. Implementation of all actions taken by the Common Council.

d. Initiates short and long-range financial, strategic, and work implementation plans for Mayor and Common Council consideration; implements plans to meet goals as directed; recommends changes, if needed.

e. Keeps abreast of changes in state and federal funding and laws having an impact on the City and brings concerns to the attention of the Common Council.

2. Other Boards, Committees and Commissions

a. Attends meetings of the Personnel & Finance Committee, Redevelopment Authority, Board of Public Works, Sewer & Water Committee, Health & Safety Committee, Park & Recreation Commission, and Police & Fire Commission.

b. Attends other City committees, boards and commissions as necessary to meet the needs of the City.

c. Attends meetings of other governmental agencies and civic groups on behalf of the City as deemed necessary or as directed by the Mayor and Common Council.

3. Human Resources

a. Functions as City Personnel Director, which shall include the development, implementation, interpretation and enforcement of the City personnel rules and regulations as approved by the Council. This includes recommending revisions to the Personnel Policy Manual when necessary, preparing and updating job descriptions, recommending salary and wage scales for all City employees not covered by collective bargaining agreements, direct and oversee the process whereby personnel problems and/or grievances are promptly resolved.

b. Serve as the lead negotiator for labor contracts.

4. Economic Development

a. Promotes the economic well-being and growth of the City through public and private sector cooperation.

b. Provides leadership for the City's economic development team related to use of economic development loans, Tax Incremental Financing (TIF), development agreements, grant writing, and other economic development tools.

c. Coordinates business/industrial development and job retention activities.

d. Develops and maintains positive working relationships with State of Wisconsin, Lincoln County, and regional economic development agencies/organizations, as well as the Merrill Area Chamber of Commerce.

e. Provides oversight for Community Development housing and economic development loan programs.

5. Finance

a. Directs the development of the Annual Budget with the Finance Director and Department Heads.
   1) Reviews budget requests submitted by each department and makes recommendations to the Mayor and/or Common Council.
   2) Organizes annual budget process and directs production of operating, capital improvements, enterprise, and other budgets for Common Council review and approval working with the Finance Director.
   3) Analyzes and prepares reports on the fiscal impact of proposals and alternative funding sources as directed by the Mayor and/or Common Council.

b. Manages the implementation of the approved Annual Budget and all of its funds.
   1) With Finance Director assistance monitors the expenditures of public funds per approved policies and procedures.

c. Seeks out alternative funding sources including appropriate grants, public-private partnerships, and fee systems to broaden and supplement city tax revenues.

6. City Personnel

a. Provides leadership to promote productivity and good employee relationships within and among all departments.

b. Evaluates and recommends the appointment, promotion, and termination of Departments Heads to the Personnel and Finance Committee and/or other appropriate committees, commissions, and boards.

d. Promotes service quality, efficiency, and organizational improvement in all departments, agencies, and offices of the City.
   1) With the Mayor, Common Council, and appropriate committees, commissions, and boards, develops performance goals for departments and, annually evaluates the performance of all department heads appointed by the Common Council.
   2) Encourages professional development and training to improve job-related knowledge and skills.
   3) Advises department heads in the recruitment, training, management, and evaluation of employees.
   4) Reviews grievances and provides recommendations to the Personnel and Finance Committee.

e. Serves as City lead person in negotiations with collective bargaining units under the direction of the Personnel and Finance Committee and brings tentative agreements to the Common Council for ratification.

7. **Legal Matters**

   a. Consults with the City Attorney regarding legal matters as necessary before recommending action to Boards, Commissions, Committees or the Common Council.

   b. The Administrator assures that all laws and ordinances are faithfully executed.

8. **Citizen and Media Relation**

   a. Monitors service request/complaint responses by appropriate department to ensure quality service delivery.

   b. Acts as public information officer for the City, with the responsibility of assuring that the news media and community are kept informed about the operations of the City and that all open meeting rules and regulations are followed.

9. **Other Duties as may be assigned by Mayor and Common Council**

   a. Other duties and related work as may be necessary and assigned to fulfill the responsibilities of this position and the needs of the City.

MINIMUM QUALIFICATIONS

Education and Experience

1. Graduation from an accredited four-year college or university with a degree in public administration, business, political science, urban affairs or a closely related field, and a Master's Degree in public administration or business administration.
2. Five years of progressive experience as a municipal/county administrator/manager, or department head in a larger organization.
3. Demonstrated leadership skills.
4. Experience in development of collaborative teams in a public environment.
5. Experience in economic development, redevelopment, and land use to promote a vision for the City.

Necessary Knowledge, Skills and Abilities:

1. Comprehensive knowledge, experience, and skill in planning and administering municipal budgets as well as planning, directing and administering municipal programs.
2. Ability to manage all aspects of a multi-department municipal organization.
3. Working knowledge of personnel and human resources, risk management, public works, utilities, public safety, economic development, redevelopment, public finance, parks & recreation, and zoning.
4. Ability to establish and maintain effective working relationships with employees, city officials and the public; efficiently and effectively administer municipal government with a variety of departmental structures; ability to provide leadership skills; and carry out assigned projects.

5. Ability to maintain composure and professionalism while dealing with multiple tasks with a high level of responsibility within the public domain.
6. Ability to analyze complex issues, to prepare concise written reports, and to develop and consider the implications of alternative courses of action.
7. Ability and willingness to make and support potentially unpopular decisions.
8. Ability to effectively communicate orally in large and small group settings.
9. Proficiency with commonly used office applications; e.g. Microsoft Office programs.

WORKING CONDITIONS

Job Conditions/Work Location: Work is performed in an office environment with field visits to construction and work sites on a regular basis. Work hours are normally during regular business hours 8:00 a.m. - 4:30 p.m., 40+ hours per week. Regular attendance at scheduled late afternoon and evening meetings is required.

Physical Requirements: Requires sitting, standing, walking, talking, bending, and ability to lift 50 lbs. (file boxes). Requires excellent vision and use of keyboard and telephone.

Equipment Operated: General office equipment including computer, calculator, copy machine, fax machine, and telephone.

Salary Grade: Starting at grade 21 on the pay scale depending on experience, plus benefits. Upon satisfactory completion of six months probationary period salary increases as per the established pay scale.

CONSEQUENCE OF ERROR

Error on the part of the employee may create a serious economic and/or credibility loss for the City. The employee has a great degree of latitude in their work and the employee's work is only occasionally reviewed by others prior to use. The City Administrator exercises a high degree of independent judgment in administering the activities of the City. The work requires a great deal of accuracy and responsibility.

Acknowledgment:

This job description describes the general nature and level of work performed by the employee assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested by the supervisor. All requirements are subject to change over time, and to possible modification to reasonably accommodate individuals with a disability.

Supervisor's Signature Date

CITY ADMINISTRATOR

Job Description

Unless otherwise stated, all duties, responsibilities, and qualifications stated herein are essential functions of this position.

GENERAL STATEMENT OF DUTIES:

Under the direction of the Mayor, subject to the control and management of the Council as a body and not as individuals, performs the duties of the City Administrator as outlined in §103-1 of the Monona Municipal Code of Ordinance.

The City Administrator has the following authority:

1. To have the overall direction and administrative control of the Departments of Inspections, Finance, Public Works, Planning and Economic Development, Parks and Recreation, Senior Center, Clerk, Human Resources, and Community Media, and general oversight of the Police, Fire/EMS and Library departments.

2. To recommend the selection and removal of all supervisors, subject to the authority of the Mayor and the Council, except the Police and Fire Chiefs, who shall be selected by the Police and Fire Commission, and the Library Director, who shall be selected by the Library Board.

3. At the direction of the Mayor and Council, the preparation, submission, and implementation of the annual City Budget.

4. To recommend to the Mayor and Common Council measures for adoption which are deemed appropriate to deal with significant municipal problems.

DUTIES/RESPONSIBILITIES:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive; other duties may be required and assigned.

LEADERSHIP

1. Makes recommendations to the Mayor and Council concerning the overall management of the City as necessary.

2. Serves as the chief personnel officer of the City.

3. Leads department heads as a team and acts as a liaison to ensure accurate and efficient communication between departments.

4. Oversees the preparation of Council agendas in coordination with the Mayor.

5. Prepares and continually updates a capital improvement program for the City.

6. Analyzes, evaluates and measures the performance of the City administration and makes recommendations to the Mayor and Council for the most efficient operation of the City government.
7. Serves as a member of the City's management negotiating team.

8. Ensures transparency and openness in City government operations consistent with legal requirements.

9. Actively promotes and oversees incorporation of sustainability policies and practices in City operations.

10. Submits recommendations to the Mayor and Council for new or changed programs that would improve the quality of life in Monona.

11. Actively seeks development opportunities while marketing the community to existing and potential businesses.

12. Submits an annual report and such other periodic reports as requested by the Mayor and Council.

13. Attends all Council meetings and any other meetings at the request of the Mayor. Late afternoon/evening meetings (approximately 3–6 per month) are required.

FINANCE

14. Keeps the Mayor and Council fully advised as to the financial condition and future financial needs of the City.

15. Submits annually to the Mayor and Council, and makes available to the public, complete reports on the financial affairs of the City and the status of municipal programs.

16. Serves as City Comptroller in accordance with § 62.09(10), Wis. Stats.

17. Serves as the coordinator for securing state and federal grant and loan assistance for all City programs.

18. Establishes and maintains a centralized purchasing system in the City.

19. Maintains the City's insurance program and policies.

COMMUNICATIONS

20. Serves as the primary external communications officer for the City with media and other external organizations.

21. Oversees staff response to inquiries and complaints from the public, the Council, the Mayor, and other government officials.

22. Coordinates interactions with special interest groups.

23. Represents the city at a variety of meetings including meetings with local, regional, State and Federal government agencies, private organizations, business, and citizens.

24. Makes monthly reports to the Mayor and Council concerning the operation of all City departments, offices, and special programs.

GENERAL

25. Performs any other duties prescribed by the state statutes or as may be lawfully ordered by the Common Council or Mayor.

KNOWLEDGE AND ABILITIES:

1. Working knowledge of all municipal operations.

2. Working knowledge of Wisconsin Municipal Laws.

3. Working knowledge of federal, state and local employment and labor laws.

4. Working knowledge of tax increment financing and economic development.

5. Working knowledge of general government accounting principles and investment practices, including risk management principles, practices, and alternatives.

6. Excellent oral and written communication skills.

7. Excellent customer relations skills.

8. Ability to make oral presentations, both factual and persuasive, to the Council and the public with or without advanced preparation.

9. Ability to supervise, evaluate and motivate others. Supervisory duties include: Assignment, scheduling and evaluation of work projects, and coordination among departments.

10. Ability to work more than 40 hours per week, including evening hours.

11. Ability to use and operate a personal computer and other technology used in the workforce.

QUALIFICATIONS:

1. Bachelor's degree in Business, Public Administration, or related field. Master's degree preferred.

2. Minimum of 5 years progressively responsible administrative and leadership experience in municipal government management.

3. ICMA-CM certification desired.

3. Must possess a valid Wisconsin driver's license at the time of appointment and maintain during entire duration of appointment.

PHYSICAL REQUIREMENTS:

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Normal office working conditions with minimal exposure to outdoor elements
- Ability to communicate in writing, on the phone, and by other electronic means
- Ability to sit for long periods of time
- Ability to work long hours, beginning in the morning and continuing into the evening
- Ability to travel to other locations to attend meetings

(revised 5-4-93, 5-17-04, 6-07-04, 8-15-15, 8-15-18, 4-18-22)
4/18/2022

City Administrator

Department	Office of the City Administrator
Version Date	February 2024
Salary Grade	24
FLSA Status	Exempt, Not Represented

Department and Position Summary:

Working with the Common Council, the community and city staff, the Office of the City Administrator's responsibility is to professionally implement all Common Council policy decisions and efficiently direct the City's operations and activities in accordance with sound management principles. In addition, the City Administrator collaboratively prepares, reviews, and monitors the annual operating budget for the City. The City Administrator collaborates with the Mayor, City Attorney, City Clerk and all City departments.

The City Administrator is responsible for managing the operation of the City and reports directly to the Common Council. The City Administrator plans, directs, supervises and coordinates the services, activities and work among all city departments. The City Administrator leads strategic planning for the Common Council and city departments, goal setting and policy development consistent with the City of Sheboygan's Values with regards to the Strategic Plan as well as its Mission and Vision. The City Administrator ensures that city government is result oriented. The City Administrator demonstrates ability in managing complex organizational effectiveness, performance, measurement and accountability on all levels related to the City's Values. This position is highly visible in the community, representing the City's best interest in dealings with a variety of outside agencies, stakeholders and community partners.

Essential Responsibilities:

- Embodies all of the City's Values with regards to the Strategic Plan while executing duties of the position.
- Direct and manage the development and implementation of City goals and objectives; recommend and administer policies, procedures, and priorities for all service areas; allocate resources accordingly.
- Collaboratively develop, implement and manage an annual budget process, including management in forecasting and allocating resources and staff, at the direction of the Common Council and with input from the Mayor and the City's Department Heads.
- Lead, direct, supervise and evaluate all city Department Heads and any other direct reports with respect to each department's duties and strategic goals, including, but are not limited to, hiring of department heads; planning and directing department work in consultation with Department Heads; with input from the Mayor. Evaluates non-elected department heads (including fire and police); directs and supervises salary administration. [Non-elected department heads report to the City Administrator.]
- Plan, direct and manage the City's work plan; meet with management staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate program goals and objectives.
- Continuously monitor and evaluate the efficiency and effectiveness of City service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes; continually

seek continuous improvement in all areas of City operations.

- Provide highly responsible administrative staff assistance to the Common Council; confer with the Council regarding a wide variety of municipal government issues; recommend policies, procedures and action to be taken by the Council; carry out Common Council decisions or directives. Implement actions of the Common Council and administrative matters under the direction of the Council with input from the Council Leadership Team.
- Recommend to the Common Council measures that the City Administrator considers necessary for the improvement of City services and performance; conducts research, prepares reports and makes recommendations to the City Leadership Team and the Common Council.
- Establish and maintain procedures to facilitate communications between residents and city government to ensure that complaints, grievances, and other matters receive prompt attention by the responsible department and ensure that all such matters are expeditiously resolved.
- Represent the City to other public agencies, community-based organizations, elected officials, outside agencies, and the mass media; explain, interpret, justify and defend City programs, policies, and activities; negotiate and resolve sensitive, significant, and controversial issues. Serve as an ex-officio nonvoting member of city standing committees, except as specified by the Common Council or state statute.
- Attend meetings of the Common Council, assisting the Mayor and Council as required in the performance of their duties. Provide information as requested by the Common Council or its committees, or other committees of the City.
- Act as public information officer for the City. Participate on a variety of boards and commissions; attend and participate in professional groups and committees; stay abreast of new trends and innovations in the field of public administration.
- Collaborate with the Human Resources department to determine leadership development needs; design and sponsor leadership development programming for the City.
- Performs the duties and has authority and powers prescribed by the Common Council and by state statue relative to the City's Comptroller functions.
- Develop and lead the Common Council and city departments in a regularly scheduled strategic planning processes and implementation of changes, with input from the Mayor and City Leadership Team.
- The City Administrator consults with City Leadership Team, consisting of the Mayor, Council President, and Council Vice President, on a weekly basis or as needs arise.
- Respond to and perform assigned duties in the event of a city-declared emergency and/or a variety of related duties and responsibilities as the need arises.

Education & Experience:

- A Master's degree, or a B.A. in business or public administration with a minimum of seven years of local government management experience and at least five years in a senior leadership position.

Qualifications & Skills:

- A team-oriented, strategic-thinking approach toward staff leadership;
- Supervisory experience;
- Exceptional interpersonal and communication skills; and
- Strong financial, analytical, and budget management skills.
- Have a record of leadership, problem solving and collaboration;
- Possess a passion for public service; and
- Have a desire to work collaboratively with the elected officials, departmental leaders and community

stakeholders in the delivery of city services.

Post Job Offer Requirements:

Job offers for this position are contingent on the individual passing a background investigation.

Work Environment:

The work environment and physical demands 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 qualified individuals with disabilities to perform the essential functions.

Acknowledgement:

The job description includes the essential responsibilities of the position and is not to be construed as all-inclusive. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific essential responsibilities does not exclude them from the position if the work is similar, related, or is a logical assignment to the position.

_____ _____

Human Resources Director Date

City of West Bend
Position Description

Name: **Department:** Administration

Position Title: City Administrator **Pay Grade:** N **FLSA:** Exempt

Date: **Reports To:** Mayor & City Council

Purpose of Position:

This position exists to plan, organize and direct the city's day-to-day operations.

The following positions report directly to the City Administrator:

- Human Resources Director
- Finance Administrator
- City Clerk/Purchasing
- Information Systems Administrator
- City Assessor
- Community Cable TV Coordinator
- Director of Public Works (including Public Works; Vehicle Maintenance; and Taxi);
- Utilities Director (including Sewer and Water Utilities)
- Director of Community Development (including Planning; Economic Development; Geographic Information Systems; Inspection; and Airport); and
- Director of Parks, Recreation and Forestry.

The following positions work cooperatively with the City Administrator:

- Police Chief;
- Fire Chief; and
- Library Director

Essential Duties and Responsibilities include, but are not limited to:

- Responsible for all city operations;
- Prepares and presents the annual operating and capital improvement projects budgets;
- Provides leadership skills to staff to successfully accomplish the mission, goals, and objectives established by the Mayor and Council for the City;
- Serves as chief spokesperson for the City;
- Represents the city at community functions and events;
- Provides supervision and direction to department managers and staff;
- Evaluates department managers;
- Makes recommendations to Mayor and City Council for operational changes or staff modifications;
- Performs administrative functions, i.e. develops reports, documents, agenda items, etc., as needed;
- Plans and attends City Council and Committee meetings as required;
- Serves on Task Forces and Committees as directed or needed;
- Works with city legal counsel to resolve confidential or sensitive issues;
- Performs other duties as required.

Minimum Qualifications Required:

- Master's Degree in public administration, political science or related field;
- 8 - 10 years work experience, including a minimum of 3-5 years as a city administrator or manager;
- Or any combination of education and experience that demonstrates equivalent knowledge, skills, and abilities to perform the work.

Other Abilities Skills and Knowledge:

- Ability to : read, analyze, and interpret, contracts, ordinances, financial reports, and legal documents; prepare ordinances, resolutions, policies, reports and correspondence; present reports and make recommendations; communicate effectively both orally and in writing with elected and appointed officials, staff, other public officials, volunteers, and the general public.

- Ability to: perform basic mathematical functions; understand governmental accounting standards and accounting standards; develop and oversee budget preparation and administration; analyze and make recommendations on financial/budgetary issues.

- Ability to think independently and apply principles of logical thinking to a wide range of intellectual and practical problems.

- Knowledge of: laws, regulations, ordinances, etc., applicable to municipal government; budgeting, accounting, and government financing; and government processes, services, and strategic planning.

- Ability to: plan and analyze city operations; develop alternatives and determine costs, advantages and disadvantages of various alternatives; research and prepare accurate and thorough reports.

- Strong communication and organizational skills.

Environmental Adaptability

Work is generally performed in an office environment, but could also occur in the field, during and after normal business hours, nights and on weekends, as needed.

The City of West Bend is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

Signed: _____ Date:_____
Employee

Signed: _____ Date:_____
Mayor

Date Created: 12/21/12
Date Update: 11/30/16

CITY OF EAU CLAIRE

JOB DESCRIPTION

DEPARTMENT: City Manager TITLE: City Manager

DIVISION: Administrative Services REPORTS TO: City Council

DATE: October, 2015 POSITION CODE: I90-1

GENERAL FUNCTION

The City Manager serves as the Chief Executive Officer of the City and head of the City administration to provide direction and general management for the administration and operation of each department within the City of Eau Claire. The City Manager has charge of the executive side of the City government and is responsible for the implementation of City Council policy and directives and the efficiency of City administration including the exercise of all executive and general administrative responsibilities imposed and conferred by general law or special charter.

POSITION SCOPE

The City Manager is accountable to the City Council for the performance of the job responsibilities defined herein, which may be performed in person, in consultation with and at the direction of the City Council, and/or in coordination with City staff. The role of the position is to develop and direct the most expeditious, economical and complete achievement of public policy and programs consistent with applicable laws and ordinances, directions of the City Council and the welfare of the community. In this capacity, the City Manager is responsible for directing and coordinating the actions of all departments, as created by the City Council, in accordance with the process established by state law or special charter.

The City Manager utilizes department heads to assist in solving unusual problems, determining operational policy and maintaining his/her personal knowledge of current operations. This position is expected to influence and assure the efficient use of personnel, methods of operation, management and use of equipment.

The City Manager implements policies and programs as directed by the City Council, making recommendations and presenting options for Council consideration. Considerable time and effort are devoted to policy matters, particularly in the analysis, evaluation and communication of policy decisions made by the Council.

A primary responsibility of the City Manager is to prepare and administer the City budget. The City Manager prepares a recommended budget using budget policies and guidance from the strategic plan for consideration and adoption by the City Council.

The City Manager has the authority, by statute, to create minor administrative offices and positions and to discontinue such offices and positions according to his/her judgment of the needs of the City. The Manager has operational authority over all heads of departments and subordinate City officials, and all City employees. This includes the authority to appoint all City employees, except Police and Fire personnel, and Police and Fire Chiefs.

The City Manager establishes and participates in those community relations activities that are essential to the complete achievement of public policy and programs of the City and the welfare of the community.

As the head of the City's administration, the City Manager's responsibilities include the accurate and objective appraisal of positions and staffing to meet the goals and objectives of the City Council approved strategic plan. The performance and measurements used in the evaluation process are critical to City employee morale, recruitment and retention efforts.

The City Manager is responsible for preparing the agenda for all meetings of the City Council in accordance with the procedures established by the City code of ordinances. The City Manager or appointed designee attends all meetings of the City Council.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following is illustrative of the essential duties of the position and do not include other nonessential or peripheral duties that may be required.

- Works closely with the City Council to define and accomplish strategic goals and objectives, and execute successful strategies.

- Supports and embodies city values, as defined from time to time in the City's Strategic Plan.

- Plans, coordinates and directs the operation of City departments and programs, and oversees the evaluation and analysis of service delivery using appropriate processes and techniques, including shared service arrangements, to improve the effectiveness of City operations.

- Identifies and evaluates organizational opportunities, issues and problems, and facilitates strategies to address issues and problems to meet the overall goals of the City Council.

- Develops an organization that encourages cross-functional cooperation, learning, initiative and collaboration with support from the management team. Establishes an organizational culture that values the development of leadership skills and retention of public service oriented staff.

- Facilitates problem solving at all levels of the organization and works with department heads and senior management to ensure effective coordination and cooperation among departments.

- Oversees the budget development process, works with the City Council and department heads to ensure that the budget issues are addressed and that the allocation of resources supports implementation of the Comprehensive and Strategic Plans. Presents the City's annual operating budget to the City Council for approval.

- Meets with and advises the City Council on matters related to City operations and policies, including the financial condition of the City.

- Keeps the Council apprised of emerging issues, departmental activities and assists the departments with resolution of problems requiring attention of City management.

- Submits policy proposals to elected officials and provides them with facts and advice on matters of policy as a basis for making decisions and setting community goals. Provides clear, comprehensive, concise communication to the City Council that provides an array of policy options, potential solutions, and anticipated outcomes.

- Provides chief executive managerial oversight, direction, and leadership to City staff, including the responsibility to appoint, remove, promote, transfer, discipline or suspend all employees of the City (except Police and Fire personnel).

- Evaluates and monitors senior management staff performance on a regular basis and provides assistance and coaching for performance improvement and development.

- Attends meetings or functions outside the normal business working hours.

- Communicates orally and in writing, with customers, the media, the general public, civic groups and City Council to solve concerns, answer questions and/or problems and present programs and information. Directs and oversees the preparation of a wide variety of reports and presentations for the City Council, citizen committees, and outside agencies.

- Is accessible to the City Council, municipal officials, employees, community leadership and members of the public.

- Engages in inter-governmental relations and collaborative partnerships with other cities, public and private organizations.

- Serves, when appropriate, as a representative of the City on designated boards, commissions and committees; serves, at times, as a liaison between the City and civic

groups, private residents, the media, local, state and federal agencies and neighborhood organizations.

- Directs and provides oversight for the development, administration, and maintenance of the physical facilities and assets of the City.

- Abides by federal and state laws and ordinances of the City and holds oneself to high ethical standards in professional and personal capacities in keeping with the dignity and leadership responsibilities of the position.

SUPERVISION/DIRECTION RECEIVED

City Council.

SUPERVISION/DIRECTION EXERCISED

Employees of all departments and divisions.

WORK ENVIRONMENT AND DEMANDS

These physical and mental demands are representative of those that must be met to successfully perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in a standard office environment with some travel to different sites. The Manager may be required to work extended hours including evenings and weekends, and may be required to travel outside city boundaries to attend meetings. Essential functions require sufficient physical ability and mobility to work in an office setting.

The duties regularly require the ability to: use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve problems; observe and interpret situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks with interruptions; work under intensive deadlines and interact with City Council, City management, public and private officials, City employees, civic and community groups, media representatives and the public.

Revised: 4-10-2012 (bga)
Revised: 10-12-2015 (City Council)

The City of Eau Claire is an equal opportunity employer. We encourage all qualified applicants to apply.

JOB DESCRIPTION

Title:	City Manager	**Department(s)**:	Administration
Reports to:	Common Council	**Location:**	Municipal Building
FLSA:	Exempt	**Pay Grade:**	Contract
Shift:	Days	**Status**:	Full-Time
Bargaining Unit:	None	**Date:**	June 2021

JOB SUMMARY

The City Manager performs high-level administrative and managerial duties by implementing the day to day operations of the city. Implements policy and decisions of Common Council and serves as a resource of unbiased information to council.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This list of duties and responsibilities is not all inclusive and may be expanded to include other duties and responsibilities, as management may deem necessary.

- Performs all duties and activities associated with the position of City Manager as set forth under the laws of the United States, the Statutes of the State of Wisconsin (Chapter 64 – City Manager Plan), and the ordinances of the City of Whitewater, as they may be amended from time to time.
- The City Manager shall have the power to appoint all heads of departments, all subordinate city officials and all city employees and to remove such appointees at any time their services or the conduct of their offices becomes unsatisfactory to him/her. This subsection shall not be construed as depriving the Board of Fire and Police Commissioners or the Chiefs of the Fire or Police Departments of any powers conferred by s. 62.13. (Chapter 64.11(3) Wisconsin Statutes).

ADDITIONAL DUTIES AND RESPONSIBILITIES

The following duties are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned:

- Directs and coordinates administration of city government in accordance with policies determined by the Common Council.
- Responds to and addresses citizens' concerns and questions.
- Provides oversight of personnel functions including staffing, equity, evaluation, liability, and compensation.
- Represents the City of Whitewater as a spokesperson with other governments, interest groups, associations, citizens, community activities, and the media.
- Negotiates staff wage and benefit agreements on behalf of the Common Council.
- Provides professional advice to Common Council, Boards, and Commissions.
- Works closely with each department to plan and coordinate functions to ensure effective service to the public and efficient conduct of all municipal affairs.
- Facilitates annual Capital Improvement Plan (CIP) for Common Council approval.

- Coordinates budget development and presents to Common Council for approval.
- Provides leadership in the development of strategic plans; gathers, interprets, and prepares data for studies, reports and recommendations.
- Coordinates and maintains rapport, and represents the interests of the City to the State, Counties, surrounding townships, Whitewater Unified School District and the University of Wisconsin-Whitewater.
- Prepares Council agendas and documentation; attends all meetings of the Common Council; provides data regarding issues for adoption by the Common Council; participates in other meetings as required or as needed.
- Assures that assigned areas of responsibility are performed within budget; performs cost control activities; assures sound fiscal control, effective use and efficient use of budgeted funds, personnel, materials, facilities, and time.
- Investigates, prepares and expedites applications for state and federal grants-in-aid.
- Attend professional development conferences, meetings and workshops.

SUPERVISION RECEIVED AND/OR EXERCISED

- Work is performed under the general supervision of the Common Council.
- Exercises general supervision over Staff Directors/Managers and Department Heads.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty 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.

Education and/or Experience

- Bachelor's degree, prefer master's in public or business administration/related and eight years municipal administration experience.
- Desire strong background in public relations, human resources, personnel management, community & economic development, grant writing and understanding of public financing, including TIF and redevelopment.
- Also desire strong interpersonal and consensus building skills and a commitment to citizen service.

Language Skills

- Ability to analyze data and information using established criteria, in order to determine consequences and to identify and select alternatives. Ability to compare, count, differentiate, measure, copy, record and transcribe data and information. Ability to classify, compute, tabulate, and categorize data.
- Ability to persuade, convince, and/or train others. Ability to advise and interpret how to apply policies, procedures and standards to specific situations.
- Ability to utilize a variety of advisory data and information such as code manuals, City ordinances, directories, State Statutes, procedures, guidelines and non-routine correspondence
- Ability to communicate orally and in writing with City personnel, Department personnel and general public.

Mathematical Skills

- Ability to calculate percentages, fractions, decimals, volumes, ratios, present values, and spatial relationships. Ability to interpret descriptive statistical reports.
- Ability to calculate figures and amounts for preparation of the annual departmental budget, and for supervising expenditures of same.

Reasoning Ability

- Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria.

- The ability to work well under pressure and handle stressful situations, to organize work and set priorities, managing time and resources to meet deadlines and changing demands within the entire operation of administrative services, perform duties without supervision.

Other Qualifications

- Demonstrate willingness to be part of community (attend local functions), listen to resident concerns, and work with employees.
- Be efficient with spending and organize needs accordingly.
- Must have highly developed ability to prioritize.
- Must have knowledge of city finances, services and procedures.
- Must demonstrate the ability to establish and maintain effective professional relationships.
- Must understand the need for teamwork, timeliness and accuracy and be able to instill this in others.
- Must be able to interact with others to accomplish tasks.
- Must be able to assume responsibility and work with a high level of independence.
- Must possess a valid State driver's license or have the ability to obtain one prior to employment

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit and talk or hear
- Specific vision abilities required by this job include close vision, ability to adjust focus, and the ability to sustain prolonged visual concentration.
- Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as computer and other office machines, and or materials used in performing essential functions.
- Ability to coordinate eyes, hands, feet and limbs in performing slightly killed movements such as typing and to operate various pieces of office equipment.
- Ability to recognize and identify degrees of similarities and differences between characteristics of colors, shapes and textures associated with job related objects, materials and tasks.

The employee must exert light physical effort in sedentary to light work, occasionally involving lifting, carrying, pushing, pulling crouching, crawling, kneeling, stooping and/or moving up to 25 pounds.

WORK ENVIRONMENT

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.

- The noise level in the work environment is moderately quiet.
- Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as repetitive computer keyboard use, irate individuals and intimidation may cause discomfort and poses limited risk of injury.

The City of Whitewater is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

SELECTION GUIDELINES

- Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

- Nothing in this job description reflects management's right to assign or reassign duties and responsibilities to this job at anytime. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.
- The 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.

Employee Acknowledgment: _____ Date: _____

The above statements reflect the general details necessary to describe the principle functions of the occupation described and shall not be construed as a detailed description of all the work requirements that may be inherent in the occupation.

_____		_____	
Supervisor	Date	Department Head	Date
_____		_____	
Human Resources	Date	City Manager	Date

JOB DESCRIPTION
City of Green Bay

Position Title:	Chief of Operations
Department:	Human Resources Department
Reports To:	Mayor
Status:	Exempt
Salary Range:	Pay Grade S
Job Summary:	Provides a high level of management support and counsel to the Mayor; guides facilitates and coordinates internal activities between departments to ensure they are in concert with the policies and goals of the Mayor and City Council. Directs, administers and monitors all human resources and labor relation functions of the City of Green Bay including serving as Chief Negotiating Officer for the City, labor relations, employee relations, wage and salary administration, benefit administration, policy development and administration, recruitment and selection, investigations and disciplines, employee development and training, employee records and affirmative action, wellness programs and has direct supervision over risk services.
Essential Functions:	▪ Serves as Human Resources Director to plan, direct, administer and monitor day-to-day operations, development and coordination of human resources programs. Plans annual budget and controls expenses for department; presents department budget to City Council; enforces cost control measures; establishes and implements departmental cost measurements to ensure compliance with budget limitations. ▪ Guides, facilitates, and coordinates activity across departments and provides advice to other departments, as assigned. Meet with department directors to discuss programs or inquiries, answer questions, address challenges and resolve issues which may arise in the course of daily business, including personnel, customer service, intradepartmental issue and interdepartmental issues. ▪ Meets with Mayor and Mayoral Staff to discuss issues and objectives, determine strategies and approaches, identify and resolve problems, assign projects, review and evaluate work methods and procedures. Ensures that internal activities are in concert with the policies and goals of the Mayor and City Council. ▪ Identifies complex policy issues and work with departmental staff to create, present and implement comprehensive solutions with approval of the Mayor and City Council. Proactively monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor workload, administrative support systems, and internal reporting relationships; identify opportunities for improvement; and direct the implementation of changes. ▪ Develops and recommends negotiation strategy for the City. Serves as Chief Negotiator and oversees bargaining of all employee labor agreements. Administers labor agreements; counsels management personnel to ensure contract compliance; interprets new and unusual matters and reviews interpretation of routine questions by staff. ▪ Coordinates and monitors benefit programs and makes recommendations on present and proposed benefit programs. Oversees and approves development and implementation of health and dental insurance initiatives and strategies. ▪ Hires, supervises, plans, coordinates, and assigns work of others, develops their potential, and monitors and evaluates performance and work outputs to maintain efficiency and quality of

	work. Plans, allocates, and monitors time, people, equipment, and other resources for the department to ensure efficient organization and completion of work. ▪ Plans long-range goals, objectives, organizational structure, and overall direction for human resources department and the City; Actively manages, monitors, reviews, and communicates implementation phases of the City's and human resources department's strategic plans to ensure long range goals and objectives are met. Guide and counsel department heads and staff in establishing strategic plans, goals, objectives, and performance targets. ▪ Develops, communicates, and monitors policies, procedures, and standards for department and City; conducts staff meetings to review progress, accomplishments, budgets, strategies, and plans; ensures quality standards and compliance with regulations are maintained. ▪ Conducts, attends and participates in various meetings. ▪ Develops, administers, and enforces personnel policies and procedures and ensures compliance with internal policies, and State and Federal laws and regulations. Advises Mayor and elected officials, department heads and employees on personnel matters, employee and labor relation issues. ▪ Directs and monitors City salary plan and ensures employees receive fair and equitable pay. ▪ Oversees investigations and disciplinary actions involving possibility of suspension or discharge; provides advice on grievance procedure; recommends solutions to employee grievances and employee problems; ensures compliance with accepted practices and local, State and Federal rules and regulations; resolves grievances as provided in labor agreement; may prepare and present grievance arbitration hearings and may drafts arbitration briefs. ▪ Supervises, coordinates and monitors maintenance of employee records and acts as legal custodian of those records. ▪ Performs other duties as assigned.
Knowledge, Skills And Abilities	▪ Knowledge of employment and labor law and labor negotiation process in the public sector. Knowledge of EEOC regulations regarding recruitment and selection. Knowledge of standard principles, practices, methods and techniques of public personnel administration including hiring, discipline and compensation. Knowledge of local government organization and its departmental operating requirements. Knowledge of classification and compensation administration practices and procedures. ▪ Ability to utilize a computer and required software. Ability to demonstrate strong inter-personal communication skills, both verbally and in writing, and a high degree of integrity and honesty. Ability to develop and maintain good employee and management relations. Ability to negotiate labor agreements. Ability to provide supervision and counsel to staff and City employees. Ability to interview, select and hire employees. ▪ Ability to establish and maintain effective working relationships with all City personnel. Ability to plan and coordinate City personnel policies, procedures and programs. Ability to work required hours of the position.
Minimum Education and Experience	▪ Bachelor's Degree in Human Resources Administration, Business Administration, Industrial Relations required. Master's Degree in Public or Personnel Administration, Industrial Relations, or related field preferred. ▪ 5-7 years of related experience with at least 2-years of collective bargaining experience. ▪ Combination of equivalent experience and/or education may be considered.
Physical Requirements	Ability to perform the following activities: ▪ Lifting and carrying up to 20 pounds. ▪ Frequent standing and sitting. ▪ Ability to focus for long period of time on projects. ▪ Ability to reach, stoop and lift.

The above is not to be construed as an exhaustive statement of duties, responsibilities or requirements. I have read the above position description and understand the duties and responsibilities of the position.

_____ _____

Employee Name (please print) Date

_____

Employee Signature

City Administrator questions to other Municipalities:

The City of Stevens Point is exploring different structures for municipal leadership. Does your municipality have a City Administrator? If so, can you please provide answers to the following questions to assist in the analysis:

1) Can you please provide a copy of the City Administrator job description?

2) Why did your municipality choose to employ a City Administrator? Can you provide the background or analysis on this decision?

3) What efficiencies, if any, were gained by creating the City Administrator position?

3) What strengths does this position provide to your management team and municipality?

4) What are the biggest challenges you encounter in having this type of position?

5) Can you please provide a municipality organizational chart?

6) Is the City Administrator a part-time or full-time position? Is the position combined with any other city positions (i.e. City Administrator/Clerk)?

7) Has the current City Administrator saved the municipality any money? If so, can you explain how they did it, why and what the savings were?

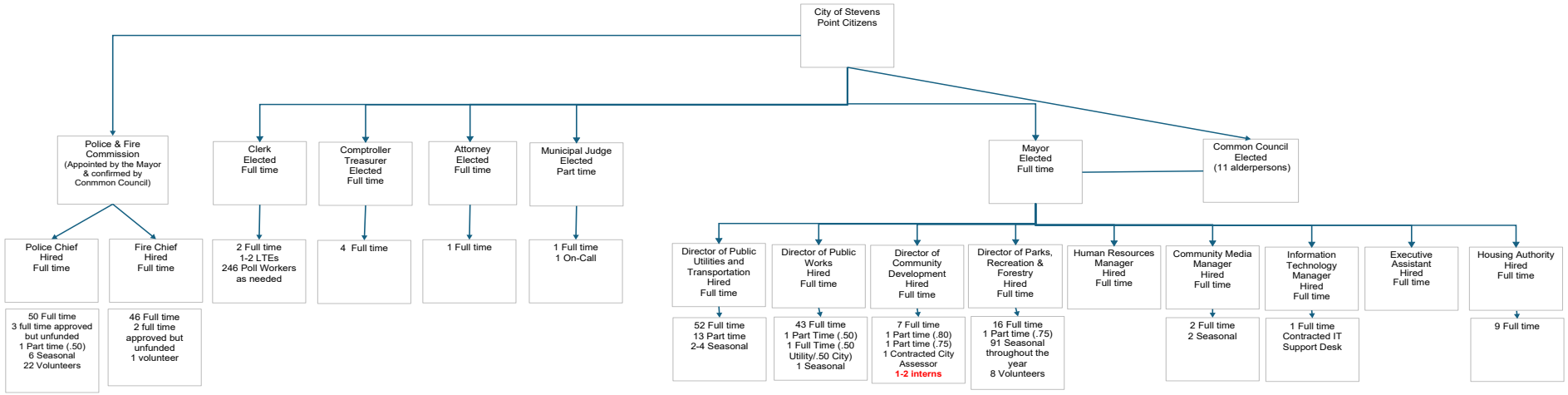
8) If you have City Administrator and Mayor, do you also have a Council President?

9) If you have City Administrator, what is the role of the mayor?

10) Who supervises the City Administrator?

City of Stevens Point Organizational Leadership Chart

Revised: 07.23.24 6:55pm



A listing of communities in the range of 15k to 50,000 and their corres
type of adminstration provided by the League of Wisconsin Municipalitie

List of Cities		
Municipalities	Title	Current Population
Beaver Dam	City Administration	17038
Beaver Dam	Mayor	17038
Beloit	City Manager	36376
Brookfield	Mayor	40276
Cudahy	City Administrator	18093
Cudahy	Mayor	18093
De Pere	Mayor	24817
De Pere	City Administrator	24817
Fitchburg	City Administrator	31869
Fitchburg	Mayor	31869
of)	City Manager	44349
Franklin	Mayor	36646
Franklin	Director of Administration	36646
Greenfield	Mayor	36856
Hartford	Mayor	16083
Hartford	City Administrator	16083
Kaukauna	Mayor	16634
Manitowoc	Mayor	33687
Marshfield	Mayor	19684
Marshfield	City Administrator	19684
Menasha	Mayor	17741
Menomonie	Mayor	15582
Menomonie	City Administrator	15582
Mequon	City Administrator	24398
Mequon	Mayor	24398
Middleton	Mayor	21964
Middleton	City Administrator	21964
Muskego	Mayor	25704
Neenah	Mayor	26961
New Berlin	Mayor	40821
Oak Creek	Mayor	37608
Oak Creek	City Administrator	37608
Oconomowoc	City Administrator	17808
Oconomowoc	Mayor	17808
Onalaska	Mayor	19650
Onalaska	City Administrator	19650
River Falls	City Administrator	15689
River Falls	Mayor	15689
Sheboygan	Mayor	49822
Sheboygan	City Administrator	49822

South Milwaukee	City Administrator-Finance Dir	20743
South Milwaukee	Mayor	20743
Stevens Point	Mayor	25580
Sun Prairie	Mayor	36394
Sun Prairie	City Administrator	36394
Superior	Mayor	26950
Watertown	Mayor	24091
Wausau	Mayor	39182
Wauwatosa	Mayor	48604
Wauwatosa	City Administrator	48604
West Bend	City Administrator	32269
West Bend	Mayor	32269
Wisconsin Rapids	Mayor	18839

List of Villages		
Municipalities	**Title**	**Current Population**
Ashwaubenon	Village Manager	17532
Ashwaubenon	Village President	17532
Bellevue	Village President	16007
Bellevue	Village Administrator	16007
Caledonia	Village President	25391
Caledonia	Village Administrator	25391
Fox Crossing	Village Manager	19239
Fox Crossing	Village President	19239
Germantown	Village President	20934
Germantown	Village Administrator	20934
Howard	Village Administrator	20723
Howard	Village President	20723
Menomonee Falls	Village President	39379
Menomonee Falls	Village Manager	39379
Mount Pleasant	Village President	27361
Mount Pleasant	Village Administrator	27361
Pleasant Prairie	Village President	22866
Pleasant Prairie	Village Administrator	22866
Weston	Village President	15837
Weston	Village Administrator	15837
Whitewater	City Manager	15458

A listing of municipalities under 15K but requested by Chair.

List of Cities		
Municipalities	**Title**	**Current Population**
Merrill	Mayor	9004

Merrill	City Administrator	9004
Monona	Mayor	8789
Monona	City Administrator	8789

A listing of municipalities over 50K but requested by Chair.

List of Cities		
Municipalities	**Title**	**Current Population**
Appleton	Mayor	74390
Eau Claire	Council President acts as Mayor	70886
Eau Claire	City Manager	70886
LaCrosse	Mayor	50878
Green Bay	Mayor	105235
Green Bay	Chief of Operations	105235