

CHAPTER 2 CITY ADMINISTRATION 2.015 CITY ADMINISTRATOR

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(Cr. #7-12) 2.015 CITY ADMINISTRATOR

(1) CREATION AND PURPOSE.

In order that all officers, officials, employees and departments executing policy and administering the affairs of the City of Waukesha may operate as efficiently as possible, and to better insure competent, expeditious, efficient, and harmonious administration and action in respect to any activity common to one (1) or more city officers, officials, employees, or departments, and in order that there may be a uniform application of policy, there is herewith created the office of City Administrator.

(2) APPOINTMENT/TERMINATION PROCEDURE.

The City Administrator shall be selected by a committee comprised of the Standing Committee chairpersons and the Mayor, subject to confirmation by a majority vote of the Common Council. Selection of the City Administrator shall be based solely on the principles of merit, including education, training, general fitness for office and experience in municipal administration.

The administrator shall hold office for an indefinite term subject to removal at any time by a two-thirds vote of the Common Council.

(3) CONTRACT.

An employment contract shall be entered into between the City and the City Administrator.

(4) ANNUAL REVIEW.

Under the direction of the Human Resources Committee chair, the Common Council, including the Mayor, with the participation of Department Directors and Managers, shall conduct an annual review and evaluation of the job performance of the City Administrator. The Human Resources Committee shall recommend annual salary increases to the Council for their consideration. In no event shall the Administrator's salary be reduced.

(5) GENERAL DESCRIPTION OF DUTIES AND RESPONSIBILITIES.

The City Administrator, subject to the limitations defined in resolutions and ordinances of the City of Waukesha and Wisconsin State Statutes shall be the chief administrative officer of the City. In accordance with the policies established by the Council and under the executive authority of the Mayor, the City Administrator is responsible for the overall coordination and direction of the day-to-day operations of the City government except where such authority is vested by State Statute in a Board, Commission or elected statutory official. The City Administrator is responsible to the Mayor and Common Council for the proper administration of the business affairs of the City with power and duties as follows:

(A) GENERAL DUTIES

1. Carry out policy directives of the mayor and council which require administrative implementation, reporting promptly to the mayor and council any difficulties encountered herein;

2. Be responsible for the administration of all day-to-day operations of the city government including the monitoring of the administration of all city ordinances, resolutions, council policies and state statutes;

3. Prepare a plan of administration, including an organization chart, which defines authority and responsibility for all positions of the city; and submit it to the city council for adoption as the official organization and administrative procedure plan for the city;
4. Establish when necessary administrative procedures to increase the effectiveness and efficiency of city government according to current practices in local government, not inconsistent with paragraph 3 above or directives of the mayor and council;
5. Keep informed concerning current federal, state, and county legislation and administrative rules affecting the city and submit appropriate reports and recommendations thereon to the council;
6. Keep informed concerning the availability of federal, state and county funds for local programs. Assist department heads and the council in obtaining these funds under the direction of the mayor and the council;
7. Represent the city in matters involving legislative and inter-governmental affairs as authorized and directed as to that representation by the mayor and council;
8. Act as public information officer for the city with the responsibility of assuring that the news media are kept informed about the operations of the city and that all open meeting rules and regulations are followed;
9. Establish and maintain procedures to facilitate communications between citizens and city government to assure that complaints, grievances, recommendations and other matters receive prompt attention by the responsible official, and to assure that all such matters are expeditiously resolved;
10. Promote the economic well-being and growth of the city through public and private sector cooperation;
11. Serve as the Director of Emergency Management and be responsible for the coordination and administration of all operations within the City during an emergency.

(A) RESPONSIBILITIES TO THE CITY COUNCIL

1. Attend all meeting of the council, assisting the mayor and the council as required in the performance of their duties;
2. In coordination with the mayor, the council, and the clerk, ensure that appropriate agendas are prepared for all meetings of the council, all council committees, and all other appropriate committees and commissions of the city, together with such supporting material as may be required; with nothing herein being construed as to give the administrator authority to limit or in any way prevent matters from being considered by the council, or any of its committees and commissions;
3. Assist in the preparation of ordinances and resolutions as requested by the mayor or the council, or as needed;
4. Keep the mayor and council regularly informed about the activities of the administrator's office by oral or written report at regular and special meetings of the council;

(B) PERSONNEL

1. Be responsible for the administrative direction and coordination of all employees of the city according to the established organization procedures;

2. Recommend to the council the appointment, promotion, and when necessary for the good of the city, the suspension or termination of department directors and managers;

3. Assist the Human Resource Manager in labor contract negotiations and collective bargaining;

(C) BUDGETING AND PURCHASING

1. Be responsible for the preparation of the annual city executive budget, in accordance with guidelines as may be provided by the city council and in coordination with department directors/managers, and pursuant to state statutes, for review and approval by the mayor and the council;

2. Administer the budget as adopted by the council;

3. With the assistance of the Finance Director, report regularly to the council on the current fiscal position of the city;

(D) COOPERATION

All officials and employees of the city shall cooperate with and assist the administrator so that the city government shall function effectively and efficiently.

Where a conflict arises between directives from the Mayor and lawful actions of the Common Council, the actions of the Common Council shall prevail and the City Administrator shall effectuate the actions of the Common Council.

(7) OFFICER TO PERFORM DUTIES OF CITY ADMINISTRATOR.

The City Administrator shall have the power to designate a city official as acting City Administrator to perform any and all duties of the office of City Administrator whenever s/he shall be absent from office or the community for reasons of illness, vacation, business or any other reason for a period of more than one day.

(8) COOPERATION.

All officials and employees of the city shall cooperate with and assist the administrator so that the city government shall function effectively and efficiently.

WAUKESHA MUNICIPAL CODE 01/23/13