



Position Description

Job Title	City Administrator
Department	Administration
Exempt/Non Exempt Status	Exempt

Scope of Work

The City Administrator oversees the daily operations of the City in accordance with the policies established by the City Council and under the executive authority of the Mayor, and is responsible for the coordination of all departments and services to achieve efficient and effective use of taxpayers' money.

Supervision

Received	Mayor and City Council
Exercised	Direct and/or indirect supervision of all City employees.

Essential Job Functions The job functions listed herein are neither exclusive nor exhaustive, but are intended to be illustrative of the types of tasks the employee will most likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than the ones listed here, as the needs of the employer and/or the requirements of the position change.

1. Develops the annual operating budget for the City within established local rules and regulations, laying out a proposed spending plan for the Council's consideration, and implements and administers the approved budget.
2. Plans, directs, coordinates, controls and evaluates all activities of all City departments and municipal functions, within broad guidelines and policies established by the City Council.
3. Regularly informs the Mayor and the City Council of the status of activities, programs, problems, plans, and departmental operations; conducts research and provides necessary information to elected officials.
4. Works through the HR Manager to resolve personnel matters including pay adjustments, grievances

and policy development.

5. Works with the Community Development Department to encourage development of services and activities within the City.
6. Coordinates services with the water utility, which is a separate entity from the City.
7. Works through appropriate departments and agencies to insure that all City ordinances are enforced.
8. Promotes internal operating efficiencies, motivating department heads through regular staff meetings.
9. Reviews the collective performance of each operating department and the individual performance of department heads and key professionals.
10. Works with other governmental entities to develop shared services that will result in improved services and reduced costs for the City and its residents.
11. Develops and recommends on-going and long-range strategic plans for the City.
12. Supervises the development and implementation of the Capital Improvement Plan.
13. Reviews various regular and special operating reports against budgetary constraints, program goals and objectives and City policies, rules, and regulations; prepares special reports for the Mayor's and Council's consideration, information and/or action; confers with and advises City officials, department directors and others on City financial matters.
14. Confers with individuals and representatives of public and private organizations desiring information on City services, activities, plans and programs.
15. Assesses the broad and long term impact of trends in local government, including issues related to City growth and development and relevant actions of other units of government, and formulates solutions and recommendations for consideration and action by the City Council and Mayor.

Other Job Functions

16. Performs related duties as assigned.

Requirements of Work

Graduation from a four-year college or university with a Bachelor's Degree in public administration, governmental administration, city and regional planning, or a related field, supplemented by a Master's Degree in same, including or supplemented by at least 10 years of experience in responsible municipal government administration/management, preferably at the City Administrator or Assistant City Administrator level; or any equivalent combination of training and experience which provides the following knowledge, ability and skills:

Knowledge of	<ul style="list-style-type: none"> • Federal and State laws and regulations affecting municipal government. • Principles and methods of municipal government management. • Municipal planning, engineering, personnel administration, public safety and regulatory issues and concerns, as they apply to the management and development of City policies and programs. • The principles of government budgeting and financial administration. • General office management methods and procedures. • The use of computers and standard office equipment.
Ability to	<ul style="list-style-type: none"> • Establish and maintain positive public relations. • Develop and maintain effective working relationships with various units of government, municipal officials, employees and the general public.

	<ul style="list-style-type: none"> • Direct and manage the work of others. • Research issues, analyze problems and develop effective recommendations for solutions and/or improvements to policies and procedures. • Prepare and present information in a clear, accurate and informative manner.
Skill in	<ul style="list-style-type: none"> • Interpersonal relations. • Oral and written communications. • Dealing tactfully, courteously and professionally with all with whom the position must come in contact, exercising sound and effective judgment in doing so. • Local government management and administration.

Necessary Special Requirements

Ability to pass a criminal and financial background check; bondable; valid Wisconsin driver's license.

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.

- Work is performed mostly in an office setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee must occasionally lift and/or move up to 25 pounds.