

CITY ADMINISTRATOR JOB DESCRIPTION OCONTO FALLS, WISCONSIN

Revised 5/5/2022

GENERAL SUMMARY:

The City Administrator shall serve as the Chief Administrative Officer of the City of Oconto Falls, responsible to and under the general direction and policy of the Mayor and Common Council and shall be responsible for the proper administration of all activities of the City. The City Administrator shall have administrative powers and responsibilities over all departments, department heads and employees of the City except the following:

- A. Police Chief and Police Department
- B. Fire Chief and Fire Department
- C. Utility Manager and Utility Commission Employees.

1. EDUCATION AND EXPERIENCE REQUIREMENTS:

- A. Bachelor's degree in business administration, public administration or a related field; master's degree in public administration preferred. Minimum three years local government administration experience, including prior experience as an administrator, clerk, treasurer, planner or related field; or any combination of education and experience that provides the necessary knowledge, skills and abilities.
- B. Knowledge of personnel management principles and practices, including employee recruitment, selection, training, evaluation, discipline, compensation administration and labor negotiations and contract administration.
- C. Knowledge of municipal budgeting and financial management principles and practices, including policies and rules set by state agencies and generally accepted accounting practices.
- D. Knowledge of economic and community development issues and legal requirements, including an understanding of intergovernmental relations.
- E. Strong oral and written communication skills and analytical abilities.
- F. Ability to use computer-based applications for word processing, financial management, and database management.

2. PHYSICAL REQUIREMENTS:

Work is normally performed in a climate-controlled office environment with minimal physical exertion. There are times the Administrator may need to visit department heads, employees or citizens outside of the office. Activities include frequent written and verbal communication with Council members, employees, consultants and citizens. Requires ability to present information in a formal setting to the mayor, city council and members of the public. Extensive use of computers to analyze data, produce reports and verify financial information. Uses the telephone extensively to communicate with numerous parties to address concerns and issues.

3. DUTIES, POWERS AND RESPONSIBILITIES:

- A. The duties and responsibilities of the City Administrator include directing the effective and efficient performance of all City employees and coordinating and expediting all City services, functions and programs.
- B. The City Administrator shall carry out all directives approved by the Common Council which require administrative implementation through the active direction and coordination of the various City departments.
- C. The City Administrator shall be responsible for directing, coordinating and expediting the activities of all City departments, except for such authority vested by Wisconsin Statutes in certain boards and commissions. This includes making or directing such studies as are necessary to determine the most economical and efficient operation of such department and programs when deemed necessary.
- D. The City Administrator shall be at all times responsible to the Mayor and Common Council and shall be responsible for effectuating all actions for the same which require administrative implementation of where the Mayor and Common Council have directed him to act.
- E. The City Administrator shall be responsible for the administration of all day-to-day operations and services provided by the city government, including supervision of all City departments and employees in the monitoring and enforcement of all City Ordinances, Resolutions, State Statutes, and Council directives.
- F. The City Administrator shall establish and implement administrative procedures to increase the effectiveness and efficiency of the City government which are fully consistent with approved policies established by the Common Council and those of the Water & Light Commission.

The City Administrator shall be responsible for the development of policies and procedures to ensure the security of City property, records and systems.

- G. The City Administrator shall keep informed concerning current federal, state and county legislation and administrative rules affecting the City and submit appropriate reports and recommendations thereon to the Common Council/Commission.
- H. The City Administrator shall represent the City in matters involving legislative and intergovernmental affairs as required. When matters involving legislative and intergovernmental affairs could possibly affect the city's interest, the City Administrator shall report the circumstances to the appropriate committee chairperson, the Mayor or common council.
- I. The City Administrator shall submit, as deemed necessary, recommendations or suggestions for improving the health, safety or welfare of the City and shall institute and direct a system whereby City departments, as well as persons having business with the Mayor and/or Common Council or any City department, may properly and efficiently conduct such business.
- J. The City Administrator shall establish and maintain procedures to facilitate communications between citizens and City government to assure that complaints, grievances, recommendations, and other matters receive prompt attention and to assure that all such matters are expeditiously resolved. This includes informing the citizens of the state of the City through the use of newspaper articles and updating the City website.
- K. The City Administrator shall promote the economic well-being and growth of the City through public and private sector cooperation, and shall coordinate economic development efforts of the City.
- L. The City Administrator shall keep the Common Council informed about activities of City departments through oral or written reports.
- M. The City Administrator shall serve as the City's Personnel Officer, which shall include the development, implementation and enforcement of City Personnel Rules and Regulations as approved by the Common Council. This includes recommending revisions to personnel policies when necessary, evaluating, in conjunction with department heads, the performance of employees on a regular basis and recommending to the Personnel Committee the promotion, and when necessary, the reprimanding, suspension or termination of any employees.

- N. The City Administrator shall take such steps as are necessary to solicit or advertise for applicants for a vacant position. The Administrator shall review the applications according to established hiring procedures. Upon completion of such review, the Administrator shall submit to the Personnel Committee a ranked list of applicants with an evaluation of each applicant. The list shall consist of five (5) candidates unless there are fewer than five (5) applicants for the position and then the list shall consist of all of the applicants. A selection shall be made by the Personnel Committee, which shall refer it to the Common Council for final action.
- O. The City Administrator may recommend salaries, wage scales, and working conditions of employees to the Finance Committee.
- P. The City Administrator shall direct and oversee the City's Purchasing Policy as approved by the Common Council.
- Q. The City Administrator shall administer the payroll and maintain accurate and complete official employment records for all City employees.
- R. The City Administrator shall serve as City Treasurer, and be responsible for the duties of the Treasurer as set forth in the Wisconsin Statutes and administer the receipts, deposits and appropriate investment of all monies received by the City and may draw and countersign all orders on the City treasury.
- S. The City Administrator shall serve as City Clerk and shall be responsible for the duties of the Clerk as set forth in the Wisconsin Statutes and City Ordinances.
- T. The City Administrator shall perform the duties of Comptroller as defined in Section 62.09(10), Wisconsin Statutes and shall act as the City's Finance Officer.
- U. The City Administrator shall develop budgeting procedures, prepare and administer the annual operating and capital budgets in accordance with such guidelines as may be provided by the Common Council and in coordination with all department heads, Council committees, and the mayor.
- V. The City Administrator shall supervise the purchase of all materials, supplies, and equipment for which funds are provided in the budget; let contracts necessary for the operation and maintenance of City or utilities services for amounts up to and including Ten Thousand Dollars (\$10,000.00); receive bids or proposals for purchases or contracts in excess of Ten Thousand Dollars (\$10,000.00) for presentation to the Common Council for approval unless the taking of bids is waived.

- W. The City Administrator shall designate an appropriate department or officer for the transaction of any business which is not of routine nature.
- X. The City Administrator shall institute and operate a system whereby City departments, as well as persons having business with the Common Council or any City department, may properly and efficiently conduct such business.
- Y. The City Administrator shall inquire into and settle, pursuant to existing City policy or otherwise report to the Common Council any dispute concerning the activities of any department or office in connection with interdepartmental relations or with persons having business with the City.
- Z. The City Administrator shall inform the Mayor or Common Council concerning any proposed change in service rendered City residents or City-located business which shall appreciably affect either the extent, quality or cost of such service.

CITY OF OCONTO FALLS, WISCONSIN
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