



Position Description

Job Title	City Administrator/Clerk
Department	Administration
Employment Status	Full time
Exempt/Non Exempt Status	Exempt

Scope of Work

This position serves as the Chief Administrative Officer of the City, and is responsible for providing input, information and recommendations on policy to the City Council, and for the implementation and management of the policies approved and adopted by the Council, subject to the guidelines and limitations defined in resolutions and ordinances of the City of Waupaca and Wisconsin State Statutes. This work involves planning and developing City programs and activities, and supervising all municipal staff (except Police and Library personnel) through subordinate department heads or program managers. The employee serves as the personnel and public information officer for the City, and also carries out all statutory duties of the City Clerk.

Supervision

Received	Mayor and City Council
Exercised	Directly or indirectly supervises all City employees (except Police and Library).

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.

- Prepares agendas and provides staff support for City Commissions and other committees to insure timely and informed decision making by the committee members and the City Council; prepares memos, prepares background information, leads discussions, responds to and initiates telephone contacts and emails, and performs other tasks that support effective and efficient committee decision making.
- Monitors and directs office staff activity in accordance with states statutes as it relates to records

management, licensing and permitting, property tax system maintenance, budgetary and financial management practices and public records/open meeting law requirements.

- Monitors and directs office staff activity so that policies and goals set by the Common Council are met; plans and assigns work; establishes work procedures; coordinates and participates in hiring decisions; provides training and feedback on employee performance.
- Provides oversight to personnel function to ensure proper staffing, fairness and productive employee relationships; participates in labor negotiations; oversees and facilitates grievance process, personnel policies and procedures; answers questions and meets with employees regarding personnel and human resource matters.
- Coordinates the preparation and administration of the annual budget to ensure that public funds are properly accounted for; works with department heads in preparation of budget document; works with Finance Director/Treasurer to assure that proper controls and procedures are in place and being followed; reviews and signs off on expenditures; works with elected officials in adoption of annual spending plan; participates in major purchasing decisions; oversees bid process and long range planning for capital outlay and purchase schedule.
- Provides leadership to strategic planning and long range organizational planning; participates in meetings; performs research; solicits input and participates in planning process; answers questions and prepares documents.
- Performs duties to implement policies set by the City Council; establishes and initiates procedures; monitors compliance; establishes record keeping system; drafts ordinances and performs other related tasks.
- Performs purchasing functions; prepares bid specifications and packets; interviews vendors/consultants; prepares requests for proposals; presents RFQs and RFPs; coordinates schedules; answers questions; supervises bid openings; follows up with awarding of bids and receipt of contracted goods or services.
- Participates in economic and industrial development activities; meets with developers and government officials; prepares background data and information; conducts and provides research; answers questions; represents the City in negotiations and Tax Incremental Finance (TIF) district development and management.
- Provides oversight and coordination of the management of the City Community Media program (Waupaca Online, WIN-TV and Waupaca Radio - FM96.3); prepares annual budget; proposes new processes and policies to enhance efficiencies.
- Performs a variety of additional functions in administration of the business affairs of the City; manages the City share ride taxi service; prepares resolutions and ordinances; prepares correspondence for elected official's review and signature; monitors deadlines for projects; prepares agenda and packets; oversees internal processes; represents the City at events; listens and responds to citizen comments and complaints; keeps elected officials informed of important matters; keeps informed and communicates changes in state and federal regulations that may affect City operations; monitors the availability of funds for local programs; sets departmental goals; acts as public information officer with media; monitors training activities for City employees.
- Participates in and provides leadership to City administration management team in matters such as employee relations, long range planning, budget, emergency preparedness and community relations.
- Maintains knowledge and skills in government processes, budgeting, planning, city administration,

election regulations, municipal codes, and other relevant information.

- Provides assistance to elected officials as requested and appropriate.

Other Job Functions

- Performs related duties as assigned.

Requirements of Work

Graduation from an accredited college or university with a Bachelor's Degree in Public Administration, Business Administration or the equivalent; plus a Master's Degree in Public Administration with financial management and human resources training preferred, and at least 5 – 8 years of experience in managing a similar sized organization, with public sector experience strongly preferred; or any equivalent combination of training and experience which provides the following knowledge, ability and skills:

Knowledge of

- The principles and practices of local government management and administration.
- Local financial management.
- Sources of information and support for municipal government management and operations.
- 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 and practices of managing and motivating people.
- The use of standard office equipment including computers and relevant software.

Ability to

- Communicate effectively, both verbally and in writing.
- Prepare and present complex financial and other information in an understandable format.
- Effectively supervise, motivate and discipline employees.
- Establish and maintain effective working relationships with other government representatives and officials, the Chamber of Commerce, business owners, developers, state agency representatives, vendors, residents, employees and the general public.

Skill in

- Executive level management.
- Public relations.
- Public speaking.
- Organization, time management and problem solving.
- Dealing tactfully, courteously and professionally with all with whom the position must come in contact, exercising sound and effective judgment in doing so.

Necessary Special Requirements

Valid Wisconsin Driver's license; ability to pass a criminal and financial background check.

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 in an office setting; hand-eye coordination is necessary to operate computers and various types of tools and equipment.
- Specific vision abilities required by this job include close vision, prolonged visual concentration 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 is frequently required to bend, stoop, crouch or kneel.
- The employee may be exposed to adverse weather and other unpleasant conditions such as dim or bright lighting, dust, odors, toxic agents, electrical currents, vibrations, noise and disease.
- The employee must occasionally lift and/or move up to 50 pounds.