



**ADMINISTRATION DEPARTMENT
JOB DESCRIPTION**

ADMINISTRATION DIRECTOR

EXEMPT: Yes

UNION: No

GENERAL STATEMENT OF JOB:

This position provides supervision and direction to several of the City's top management staff. Duties generally include supervision of various functions including, but not limited to, finance, water and sewer billing, human resources, information technology, elections, record management and risk management. Position requires skilled communications with various levels of government and the ability to develop and manage a high performing work team.

EXAMPLES OF WORK PERFORMED:

Section 1. Specific Activities

- 1.1 Work with the City Manager to prepare and present recommended budget, tax levy and fees to the Common Council.
- 1.2 Oversee the City's financial and accounting systems.
- 1.3 Develop, analyze, and prepare reports reflecting the financial condition and activities of the City. Make recommendations to improve long term fiscal health.
- 1.4 Oversee audits to assure compliance with audit requirements. Review accuracy of audit findings and implement auditor recommendations.
- 1.5 Responsible for oversight and coordination of the City compensation, benefit, recruitment, training and recognition programs.
- 1.6 Facilitate employee team for the purpose of collecting feedback on the City's employee policies and programs
- 1.7 Develop and implement policies related to the internal operations of the City. Update the City's employee handbook and administrative policies and procedures. Advise

managers on the implementation of City policies and work to ensure consistency in their application throughout the City.

- 1.8 Work with staff to establish short-term and long-term goals for finance, human resource, risk management and IT. Develop strategies to achieve these goals.
- 1.9 Work with financial consultant and bond counsel to determine bonding capacity and other financing mechanisms available to the City and carry out financing strategies as required.
- 1.10 Prepare RFP's related to insurance, IT, tax assessments, financial services and other city services. Oversee vendor performance related to these services.
- 1.11 Supervises, evaluates, and manages subordinates to ensure that work is completed professionally and on time. Position will be responsible for the outcomes of subordinates.
- 1.12 Interacts with the public in a professional and courteous manner.
- 1.13 Keep the City Manager informed of issues that could impact the City. May serve as acting City Manager in the absence of the City Manager.
- 1.14 Recommends methods of improving local government services and cost saving methods.
- 1.15 Ensure that all applicable laws, regulations, and policies are followed by staff and City personnel and that appropriate records are kept.
- 1.16 Maintains files on PSC Rules & Regulations and Wisconsin Administrative Code regarding rules and regulations which govern the Water & Sewer Department.

Section 2. Peripheral Activities

- 2.1 Attends Common Council meetings. May occasionally be asked to attend to community meetings.
- 2.2 Serves as an ex-officio member of the Freudenreich Animal Care Trust Fund Committee.
- 2.3 Performs other duties as requested or as needed.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

The Administration Director is tasked with the oversight of many different areas and will therefore be expected to have proficient knowledge of City operations, City finances, and

applicable regulations. The position is expected to be a resource for various department managers and shall have the leadership qualities to support such.

The Administration Director's Office is a fast paced environment where mistakes can lead to considerable expense to the City. Position requires ability to manage multiple projects at once and deal with constant interruptions. Visits from the public are frequent and must be handled politely, efficiently, and with care, no matter how difficult the visit becomes.

Ability to make definitive decisions after considering fiscal and operational consequences.
Ability to communicate effectively, verbally or in writing, with customers and residents.

TOOLS AND EQUIPMENT USED:

Computer, copy machine, fax machine, telephone.

CONFIDENTIAL DATA:

Confidential information includes personnel matters, council executive session information, other office matters.

ESSENTIAL PHYSICAL JOB REQUIREMENTS:

The physical demands 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, employee frequently stands; sits; walks; grasps; holds; keyboards; uses repetitive movements; uses eye-hand coordination; hears, talks, uses the telephone; has contact with general public/customers; climbs stairs. Employee occasionally reaches; works alone; stoops, kneels, crouches, climbs stairs, or climbs ladders.

Employee must be able to frequently lift up to 10 pounds. Specific vision abilities required by this job include close vision.

ACCEPTABLE EXPERIENCE AND QUALIFICATIONS:

The following elements serve to identify the required acceptable experience and qualifications:

Minimum education: Bachelor's Degree in Accounting, Business Management, Business Administration, or Public Administration.

Minimum experience: Seven years of management experience preferably with a governmental unit including experience in a Finance or Accounting related field.

STATEMENT OF WORKING CONDITIONS:

The City of Platteville is a drug-free workplace.

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.

While performing the duties of this job, employee may be exposed to significant work/pace pressure.

POSITION ACCOUNTABILITY:

REPORTS TO: City Manager.

SUPERVISION EXERCISED: Financial Operations Manager, City Clerk, Administrative Assistant II, Accounting Specialist, Airport Manager and their subordinates, TV Camera Operator, as well as contract oversight for Airport Manager, custodians, taxi services, and various other contracted employees.

SELECTION GUIDELINES:

Formal application, oral interview and reference check; job related tests may be required.

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 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.

CITY OF PLATTEVILLE VALUES

Having a Positive Impact on Our Community • Treating our Customers with Care • Working Cooperatively Together • Doing Quality Work • Demonstrating Integrity on the Job • Showing Flexibility and a “Can Do Spirit” • Acting as Good Stewards of the City’s Resources • Ensuring Our Safety and the Safety of Others

Approved by Common Council: July 26, 2012

Revision History: 10/28/13; 05/10/16; 7/3/16



Administration Director Interview Questions

June 5 - 7, 2017

Panel 1 – City Manager Karen Kurt, Administration Director Valerie Martin, Financial Operations Manager Barb Johnson

Candidate Name: _____

Briefly tell us about your experience in each of the following areas:

- Accounts Payable and Receivable

- Utility Billing

- Payroll

- Benefit Administration

- Budgeting

- Long Range Financial Planning

- IT

Tell us about your two biggest accomplishments in your last position. Why were they significant to you?

Give two examples of actions you have taken to improve your organization's financial results. How did you discover the opportunities?

Describe a time when you had to make an unpopular decision. Why did you make the decision? How did you address the concerns of those around you?

What experience do you have supervising employees? What expectations have you set for your team? How do you communicate those expectations?

Tell us about a difficult employee situation you had to deal with. What was the situation? How did you handle it?

Give an example of a time when you had to work across organization boundaries, to develop a policy or implement a new project. How did you approach the process? What challenges did you face? How did you overcome those challenges?

Give us an example of a time when you went above and beyond to provide excellent customer service.

If we were to conduct an internet search using your name, what information might we find? What would you want us to know about the information?

What excites you about our opportunity? What role do you think administration plays in making a city successful?



Administration Director Interview Questions

June 9, 2017

Panel 2 – Account Specialist Pam Scott, Utility Billing Specialist Jane Leighty

Candidate Name:

Briefly tell us about your background.

Describe a time when you went out of your way to help another team member.

Imagine that you are an administration employee. You are approached by a resident off the job that is unhappy that their brush limbs were not picked up. Picking up brush limbs is the responsibility of the streets division, not administration. How would you respond to the resident?

Describe a time when you showed initiative to improve operations or service without being asked.

As an administration employee, you are a representative of the City. What do you think it means to represent the City well?

Describe your management style.

Tell us about a time when you took an action that helped your organization save time or money.

As potential members of your team, what expectations are you likely to have of us? If we are not meeting your expectations, how would you approach us?

As leaders, what things have you done in the past to celebrate the accomplishments of your team?

What excites you about our opportunity?

What questions do you have for us?