

Attachment B

CITY OF LANCASTER JOB DESCRIPTION

TITLE: CITY ADMINISTRATOR

DEPARTMENT/ AGENCY: ADMINISTRATION

APPOINTMENT, TERM OF OFFICE AND REMOVAL

The Administrator shall be appointed on the basis of merit with due regard to training, experience, administrative ability and general fitness for the office by a majority vote of the Council. This section, however; shall not preclude the Council from establishing other employment terms and conditions not inconsistent with the provisions of this ordinance or the Municipal Code of the City of Lancaster.

FUNCTIONS AND DUTIES OF THE ADMINISTRATOR

The Administrator, subject to the limitations defined in resolutions and ordinances of the City of Lancaster and Wisconsin State Statutes, shall be the chief administrative officer of the City, responsible only to the Mayor and the Council for the proper administration of the business affairs of the city pursuant to the statutes of the State of Wisconsin, the ordinances of the City of Lancaster, and the resolutions and directives of the Council, with power and duties as Follows:

- Carry out directives of the Mayor and Council which require administrative implementation, reporting promptly to the Mayor and Council and difficulties encountered herein.
- Be responsible for the administration of all day-to-day operations of the city government including the monitoring of all city ordinances, resolutions, council meeting minutes and state statutes.
- Establish, when necessary, administrative procedures to increase the effectiveness and efficiency of city government, according to current practices in local government, not inconsistent with directives of the Mayor and Council.
- Serve as an ex-officio, non-voting member of all boards, commissions and committees of the City, except as specified by the Council or state statutes.
- Stay informed concerning current federal, state, and county legislation and administrative rules affecting the City and submit appropriate reports and recommendations thereon to the Council.



- Keep informed concerning the availability of federal, state, and county funds for local programs. Assist department heads and the Council in obtaining funds under the direction of the Mayor and Council.
- Represent the City in matters involving legislative and intergovernmental affairs as authorized and directed as to that representation by the Mayor and Council.
- 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.
- 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.
- Promote the economic well-being and growth of the City of Lancaster through public and private sector cooperation; develop positive working relationships with the Wisconsin Department of Development, Forward Wisconsin, and other agencies promoting economic development opportunity in the state. Maintain good communication with the commercial and industrial sectors of the City. Coordinate business development and retention activities undertaken by the City and other local organizations. Initiate economic development activities when the opportunity arises.
- Coordinate and advise consulting engineers in state and federal projects being undertaken by the City.

RESPONSIBILITIES TO THE CITY COUNCIL

- Attend all meetings of the Council, assisting the Mayor and the Council as required in the performance of their duties.
- In coordination with the Mayor, Council, and Clerk ensure that the appropriate agendas are prepared to 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.
- Assist the City Attorney in the preparation of ordinances and resolutions as required by the Mayor or the Council, or as needed.
- 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.
- In the event that action normally requiring Council approval is necessary at a time when the Council cannot meet, the Administrator shall receive directives from the Mayor.



PERSONNEL

- Be responsible for the administrative direction and coordination of all employees of the City according to the established organization procedures.
- Recommend to the Council the appointment, promotion, and when necessary for the good of the City, the suspension or termination of department heads.
- In consultation with the appropriate department head, be responsible for the appointment, promotion, and when necessary for the good of the City, the suspension or termination of employees below that department head level.
- Serve as personnel officer for the City with responsibilities to see that complete and current personnel records, including specific job descriptions, for all City employees are kept. Evaluate, in conjunction with department heads, the performance of all employees on a regular basis. Recommend salary and wage scales for City employees not covered by collective bargaining agreements. Develop and enforce high standards for performance by City employees. Assure that city employees have proper working conditions. Work closely with department heads to promptly resolve personnel problems or grievances.
- Assist in labor contract negotiations and collective bargaining issues and administer the resulting approved contracts.
- Work closely with department heads to assure that employees receive adequate opportunities for training to maintain and improve their job-related knowledge and skills and act as the approving authority for requests by employees to attend conferences, meetings, training schools, etc., provided that funds have been budgeted for these activities.

BUDGETING AND PURCHASING

- Responsible for the preparation of the annual City budget, in accordance with guidelines as may be provided by the Council and in coordination with department heads, and pursuant to State statutes for review and approval by the Mayor and the Council.
- Administer the budget as adopted by the Council.
- Report regularly to the Council on the current fiscal position of the city.
- Supervise the accounting system of the City and ensure that the system employs methods in accordance with current professional accounting practices.
- Serve as the purchasing agent for the City, supervising all purchasing and contracting for supplies and services subject to the purchasing procedures established by the Council and any limitation contained in the State statutes.
- As directed by the City Council, work with consulting engineer and Director of Public Works to develop plans and specifications for budgeted public works projects, review cost estimates, prepare bidding documents, schedule necessary meetings and administer public works contracts.



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.

SEVERABILITY

The provisions of this ordinance shall be deemed severable, and it is expressly declared that the council of the city of Lancaster would have passed the other provisions of this ordinance irrespective of whether or not one or more provisions may be declared invalid. The remainder of the ordinance and the application of such provision to other persons or circumstances shall not be affected thereby.

