
POSTION TITLE: City Administrator

REPORTS TO: Mayor and Common Council

DEPARTMENT: Administration

FLSA STATUS: Exempt

Purpose of Position

The City Administrator, subject to the limitations defined in Resolutions and Ordinances of the City of Dodgeville and the Wisconsin State Statutes, shall serve as the chief administrative officer for the City, responsible for carrying out the directives and policies of the Mayor and Common Council. This position shall have the clear authority to coordinate and administer the daily operations of municipal government and shall provide overall direction and leadership to City staff. The City Administrator serves as the principal advisor to the mayor, council, boards, commissions, and committees, offering guidance on administrative, legal, and fiscal matters in a nonpartisan, ethical manner. The City Administrator serves as an Ex-Officio member of the City's elected and appointed bodies but has no voting authority.

Appointment and Tenure

The City Administrator shall be considered an appointed officer, appointed by the affirmative vote of at least five (5) members of the Common Council. The Administrator shall hold office for an indefinite term subject to removal for just cause only by a concurring vote of at least five (5) members of the Common Council. In the event of termination without cause, the termination shall occur pursuant to the Employment Agreement between City and the City Administrator. The appointment may be terminated by the Administrator upon 30 days' written notice to the Mayor and Common Council prior to such termination.

Essential Duties and Responsibilities

The following duties and responsibilities are expected for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned by the Common Council.

Legislative & Intergovernmental Duties:

- Carry out Directives of the Mayor and Common Council which require administrative implementation, reporting promptly to the Mayor and Common Council any difficulties encountered therein;
- Be responsible for the administration of the day-to-day operations of the City government, including the monitoring of compliance with all City Ordinances, Resolutions, and applicable state and federal laws;

- Establish 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 Common Council;
- 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;
- Keep informed concerning the availability of Federal, State, and County funds for local programs. Assist department heads and the Common Council in obtaining these funds under the direction of the Mayor and Common Council;
- Represent the City in matters involving legislative and intergovernmental affairs as authorized by the Mayor and Common Council;
- In consultation with the Mayor, act as public information officer (PIO) for the City for non-police and non-fire department issues, with the responsibility of assuring that the news media are kept informed about the operations of the City and that all open meeting and public record laws 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;
- Implement City-wide goals and objectives on a consistent basis through the administrative direction and coordination of all City departments under direct council control and the coordination of departments operating under separate commissions and boards.

Responsibilities Regarding the Mayor

- Reports to the Mayor daily and assists the Mayor as required or as requested in the performance of his/her duties.
- Serves as chief spokesperson for the City in the absence of the Mayor or if so, designated by the Mayor.
- Assists the Mayor on economic development projects.

Responsibilities Regarding the Common Council

- Attend all meetings of the Council and Council Committees and assists the Council as required or requested in the performance of their duties;
- In coordination with the Mayor, Council, and the City Clerk, ensure that appropriate agendas are prepared for all meetings of the Council, Council Committees, and other appropriate committees and commissions of the City, together with such supporting materials, documentation, and notices.;
- Recommend, prepare, and draft policies, programs, services, and business matters as required. Assist, in coordination with the City Attorney, in the preparation of ordinances and resolutions as requested by the Mayor or the Council, or as otherwise needed;

- Keep the Mayor and Council regularly informed about the activities of the City Administrator's office by oral or written report at regular and special meetings of the Council and further prepare and provide such reports and documentations related to City operations, including financials and personnel, on a timely basis to assist the Mayor and/or Council in proper decision making, review of issues, and educating them on government matters;

Supervisory Responsibilities

- Complete administrative authority, management, and responsibility to direct and coordinate the activities of all departments and employees of the City, subject to the provisions of City ordinances, including **Sec. XXXX (City Administrator Ordinance)**, personnel policies, and the Wisconsin State Statutes;
- 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, including department heads, and required reporting to the Personnel Committee where applicable pursuant to **Sec. XXXXX (City Administrator Ordinance)**, except those officials selected for appointment to boards, committees, and commissions;
- Conduct performance reviews in conjunction with department heads of all employees as required by the employee handbook; develop and enforce high standards of performance by City employees; assure that City employees have proper working conditions;
- Coordinate labor contract negotiations and collective bargaining issues through consultation with appropriate parties, including the Mayor, Department Heads, the Administrative and Personnel Committee, and the City Attorney;
- Work closely with department heads to ensure that employees receive adequate opportunities for training to maintain and improve their job-related knowledge and skills and act as the authorizing authority for requests by employees to attend conferences, training schools, etc., provided that funds have been budgeted for these activities;
- To provide oversight for all personnel and safety policies, implementing and enforcing personnel policies adopted by the Common Council, and be responsible for updating the City's Employee Handbook in conjunction with the Human Resources Department.

Budgeting and Finance Responsibilities

- Coordinates the development and administration of the City's preliminary budget, revenue, and expenditure forecasts of funds needed for staffing, equipment, materials, and supplies; directs and approves expenditures in accordance with City policy; and coordinates the preparation and implementation of budgetary adjustments as necessary;
- Be responsible for preparation, posting, and publishing all official notices required for the annual City budget and City budget proceedings in accordance with State Statutes and City Code;
- Administer the City budget as adopted by the Common Council;
- Report monthly to the Finance Committee 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;

- Manages the development and administration of the City's long-range Capital Improvements Program (CIP) in consultation with department heads and the Finance Committee;
- 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 Common Council and any limitation contained in the Wisconsin State Statutes.

Economic and Community Development Responsibilities

- Manages the development, updating, and administration of the City's Comprehensive Plan as well as the City's Parks and Open Space Plan;
- Assists the Mayor in meeting with developers and preparing economic development analyses and developer agreements with legal consultation;
- Builds business relationships and markets the City to prospective businesses and residents
- Oversees the preparation of federal, state, and county grant funding applications subject to final Council approval

Required Education, Licenses, and/or Experience

- Bachelor's Degree in Public Administration, Business Administration, Finance, Urban Planning or a related field, Master's Degree in Public Administration preferred, and five (5) or more years of Public Administration experience, or an equivalent combination of education and experience.
- Possess and maintain a valid Driver's License.

Essential Knowledge and Abilities

- Ability to develop new or modify existing policies, strategies, and/or methods to meet unusual conditions within the context of prudent management principles.
- Knowledge of personnel management principles and practices, including training, evaluation, discipline, compensation administration, labor negotiations, and contract administration.
- Knowledge of municipal budgeting and financial management principles and practices, including policies and rules set by state agencies and generally accepted accounting practices.
- Knowledge of economic and community development issues and legal requirements, including an understanding of intergovernmental relations.
- Ability to utilize a wide variety of reference, descriptive, advisory, and/or design data and information such as invoices, contracts, budgets, reports, grant applications, bond documents, appraisals, planning documents, City Plans, City Ordinances, maps, audit reports, personnel and policy manuals, State Statutes, procedures, and non-routine correspondence.
- Strong oral and written communication skills and analytical abilities.
- Ability to use computer-based applications for word processing, financial management, and database management.
- Ability to perform addition, subtraction, multiplication, and division; calculate percentages, fractions, and decimals; may require the ability to perform mathematical operations involving basic algebra, geometry, and descriptive statistics.

Work Schedule

- This is a full-time position generally working +40 hours per week. May be required to work evening and occasional weekend hours.
- Attendance at Council meetings and other City boards, committees, and commissions as may be necessary or required.

Work Environment and Physical Requirements

- Work is primarily conducted in a climate-controlled office environment.
- Frequent sitting, bending, stooping, and stretching. Occasional lifting, pushing, pulling, and carrying of up to ten (10) pounds. Infrequent lifting, pushing, pulling, and carrying of up to fifty (50) pounds.
- Ability to operate, maneuver, and/or provide simple adjustments on office equipment used in performing the essential functions of the position.
- Ability to practice hand-eye coordination and manual dexterity.
- Ability to distinguish letters and/or symbols.
- Acute hearing is required.

The City of Dodgeville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (ADA), the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.