

III

DIRECT REFERRAL TO FINANCE AND PERSONNEL COMMITTEE

Res. No. 163 - 22 - 23. By Alderpersons Mitchell and Filicky-Peneski.
March 27, 2023.

A RESOLUTION updating the Job Description for the position of City Administrator for the City of Sheboygan and authorizing the Director of Human Resources and Labor Relations to initiate the hiring process for the position.

WHEREAS, the position of City Administrator has been vacant since January 9, 2023; and

WHEREAS, the Common Council is the direct supervisor of the City Administrator; and

WHEREAS, in the absence of a City Administrator the Council is requested to approve changes to job descriptions; and

WHEREAS, it is the goal of the City that the essential duties of all positions are clearly outlined in the job description to ensure that prospective candidates know the scope of the job; and

WHEREAS, it is essential that, with a full-time Mayor and full-time City Administrator, the roles, responsibilities, and duties are clearly defined; and

WHEREAS, there are many actions the Council needs to take before a new City Administrator can be put in place, and the first step is posting the job opening; and

WHEREAS, it is desired that the job opening be posted for a minimum of four (4) weeks to allow for all qualified applicants the opportunity to apply.

NOW, THEREFORE, BE IT RESOLVED: That the Common Council hereby approves the updates to the City Administrator Job Description in the attached "Job Description."

BE IT FURTHER RESOLVED: That the Director of Human Resources and Labor Relations is hereby authorized to begin the recruitment process to fill the vacant City Administrator position.

I HEREBY CERTIFY that the foregoing Resolution was duly passed by the Common Council of the City of Sheboygan, Wisconsin, on the _____ day of _____, 20____.

Dated _____ 20____. _____, City Clerk

Approved _____ 20____. _____, Mayor

City Administrator

Direct Supervisor: Common Council
Department: Office of the City Administrator
Version Date: April 2023
Salary Grade: 24
FLSA Status: Exempt, Not Represented



Position Summary:

The City Administrator is responsible for managing the day to day operations of the City and reports directly to the Common Council. The City Administrator plans, directs, supervises and coordinates the services, activities and work among all city departments. The City Administrator leads strategic planning on behalf of the Common Council and city departments. They are responsible for setting goals and developing policies consistent with the City of Sheboygan's Values with regards to the Strategic Plan as well as its Mission and Vision. The City Administrator demonstrates ability in managing complex organizational effectiveness, performance, measurement, and accountability on all levels related to the City's Values.

City's Values:

- **S – Service**
- **T – Teamwork**
- **A – Accountability**
- **I – Innovation**
- **R – Respect**
- **S – Stewardship – Fiscal Responsibility**

Essential Duties:

1. Maintain a professional and cordial relationship with the Mayor and other local elected officials.
2. Regularly provide updates and receive direction from Council leadership.
3. Facilitate and lead, with input from the Mayor and City Leadership Team, the Common Council and city departments in a regularly scheduled strategic planning processes and implementation of any changes identified.
4. Meet weekly, or as the need arises, with the Mayor, Council President, and Council Vice President to discuss the general business of the City.
5. Provide administrative staff assistance to the Common Council; confer with the Council regarding municipal government issues; recommend policies, procedures, and action to be taken by the Council; carry out Common Council decisions or directives.
6. Attend meetings of the Common Council and provide information as requested by the Common Council or its committees, or other committees of the City.
7. Implement actions of the Common Council and administrative matters under the direction of the Council with input from the Council Leadership Team.
8. Embody all of the City's Values with regards to the Strategic Plan while executing the duties of the position.
9. Oversee and direct departmental operations analysis and sustainability programs; prepare studies on operations and finances; perform research and report on trends, technology, innovation, etc.; make recommendations to the Common Council and Council Committees on improvements in City-wide departmental operations.

City Administrator

10. Provide day-to-day supervision and direction to all Department Heads on administrative, financial, and operational matters.
11. Work with Director of Human Resources to recommend appointment of Department Heads for Common Council approval.
12. Collaboratively develop, implement, and manage an annual budget process, including management in forecasting and allocating resources and staff. Direct all Department Heads in budget request proposals; coordinate reviews of requests for Mayor's consideration; advise and assist the Mayor in preparation of final budget for submission to Common Council.
13. Evaluate all department heads, including fire and police, with input from the Mayor; in consultation with the Director of Human Resources, direct and supervise salary administration.
14. Continuously monitor and evaluate the efficiency and effectiveness of City service delivery methods and procedures.
15. Collaborate with the Human Resources department to determine leadership development needs.
16. Assess and monitor City Department's work load, administrative and support systems, and internal reporting relationships.
17. Identify opportunities for improvement and direct the implementation of changes to make the City more efficient.
18. Ensure that complaints, grievances, and other matters receive prompt attention by the responsible department and ensure that all such matters are expeditiously resolved.
19. Other duties as assigned by the Common Council.

Qualifications & Skills:

Knowledge and proven experience related to the following:

1. Ability to develop and sustain positive working relationships with staff and elected officials.
2. Ability and experience in using excellent verbal and written communication skills.
3. Ability to provide leadership in collaborative efforts, direction, and focus with the ability to delegate authority to achieve solutions in project scope as required.
4. Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
5. Ability to conduct sound research and develop effective recommendations for policies and implementation procedures and maintain ongoing analysis to measure effectiveness.
6. Experience in establishing and using performance measurement.
7. Skills and experience in principles and best practices of municipal financial management, budget preparation and long-term financial planning, strategic planning, business administration, municipal organizations and leadership development.
8. Skill and knowledge regarding principles and techniques of public relations. Ability to build and foster relationships with people from a variety of cultural and diverse backgrounds.
9. Experience with regards to Federal, State and other laws and regulations affecting municipal government.
10. Significant experience in team building, planning, organizing and directing the work of others to promote the City's Values in an effort to achieve the City's Strategic Plan Goals.

Education & Experience:

Master's degree or greater from accredited college or university, or Bachelor's degree with a minimum of seven years of City Administrative experience required; in the fields of business or public administration preferred.

City Administrator

Position requires at least seven years of progressively responsible work experience with a minimum of five years functioning in a senior leadership position. Preference will be given to those with municipal experience.

Evaluation

The City Administrator shall receive a 360 evaluation after his/her first year and once every 3 years thereafter facilitated by the Director of Human Resources. In years when a 360 evaluation is not performed, the City Administrator shall receive a performance evaluation managed by the Common Council President and Common Council Vice-President and facilitated by the Director of Human Resources.

Post Job Offer Requirements:

Job offers for this position are contingent on the individual passing a pre-employment drug screen and completing a third-party background investigation.

Department Summary:

Working with the Common Council, the community, and city staff, the Office of the City Administrator's responsibility is to professionally implement all Common Council policy decisions and efficiently direct the City's operations and activities in accordance with sound management principles. In addition, the City Administrator collaboratively prepares, reviews, and monitors the annual operating budget for the City. The City Administrator collaborates with the Mayor, City Attorney, City Clerk and all City departments.

Acknowledgement:

The job description includes the essential responsibilities of the position and is not to be construed as all-inclusive. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific essential responsibilities does not exclude them from the position if the work is similar, related, or is a 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.

My signature below is both an acknowledgement of my understanding of the job description for this position, as well as my commitment to uphold and promote the core values of the City, as well as the Strategic Plan mission and vision.

Employee Name: _____ Employee Number: _____

Employee Signature: _____ Date: _____