



Finance Agenda Item

Meeting Date:	October 30, 2024
Agenda Item:	Job Descriptions and Contracts-City Attorney and Building Inspector & Zoning Administrator
Staff Contact (name, email, phone):	Sara Marquardt, smarquardt@whitewater-wi.gov, 262-473-1387

BACKGROUND

(Enter the who, what when, where, why)

1. A well-defined job description is important, even for positions contracted through an outside vendor, as it ensures clarity on roles, responsibilities and expectations, aligning the contractor's performance with the City's standards and goals.
2. Job descriptions serve as a lasting foundation that remains consistent even as contracts change, helping to preserve organizational knowledge and expectations across different vendors and over time.
3. The City Manager has tasked the Human Resources Department with auditing to ensure that job descriptions exist for all positions within the City of Whitewater.
4. The City Attorney and Building Inspector/Zoning Administrator roles are unique in their specialized responsibilities and formal job descriptions were never previously outlined.
5. The job descriptions have been reviewed by legal, and all recommended changes have been incorporated.

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

1. At the Finance Committee Meeting on 10/22/2024, feedback indicated that the job descriptions presented were overly reflective of "traditional employee" roles. Additionally, the Committee requested to review the contracts for the City Attorney and Municipal Code Enforcement, LLC.

FINANCIAL IMPACT

(If none, state N/A)

N/A

STAFF RECOMMENDATION

Staff is seeking a recommendation to Common Council to approve the job descriptions for City Attorney and Building Inspector & Zoning Administrator.

ATTACHMENT(S) INCLUDED

(If none, state N/A)

1. Revised Job Description – City Attorney
2. Revised Job Description – Building Inspector & Zoning Administrator
3. Building Inspection Services Contract
4. Code Enforcement and Zoning Administration Services Contract
5. City Attorney Contract