



Finance Agenda Item

Meeting Date:	October 22, 2024
Agenda Item:	Job Descriptions-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. The City of Whitewater has job descriptions for nearly every position within the City including Police Chief, Fire Chief and City Manager.
2. The City Attorney and Building Inspector/Zoning Administrator roles are unique in their specialized responsibilities and formal job descriptions were never previously outlined
3. By creating the job descriptions, the City aims to set clear expectations and standardize the responsibilities.
4. The job descriptions have been reviewed by legal, and all recommended changes have been incorporated.

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

1. N/A

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. Job Description – City Attorney
2. Job Description – Building Inspector & Zoning Administrator