



Common Council Agenda Item

Meeting Date: November 6, 2024

Agenda Item: Job Descriptions-City Attorney and Building Inspector & Zoning Administrator

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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 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 position descriptions were never previously outlined.
5. The initial job descriptions were drafted using other city description as a foundation, incorporating relevant additions while tailoring them to align with our current tasks. They were subsequently reviewed by the supervising officials with recommended revisions incorporated. Attorney Jonathan McDonell reviewed the Building Inspector & Zoning Administrator job description and Attorney Hanna Kolberg from vonBriesen, an expert in county and municipal governance, and formerly a Deputy City Attorney for Wauwatosa and an Assistant District Attorney in Milwaukee County reviewed the City Attorney job description. All recommended revisions have been incorporated.
6. Additionally, City Ordinances were reviewed for the Building Inspector & Zoning Administrator job descriptions to ensure proper mention in the job description.
7. Finally, State Statute (Wis. Stat. 62.09) was reviewed and an opinion was asked for and provided by Attorney Kyle Gulya regarding the liability for the appointment of a city attorney absent a job description. That opinion is attached to this memo.

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.
2. At the Finance Committee Meeting on 10/30/2024, the job descriptions were recommended for approval to the Common Council on a vote of 2 to 1.

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
 3. Kyle Gulya Email
 4. City of Whitewater Municipal Code 2.16.040 and State Statute 62.09
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