



Agenda
Administration and Personnel Meeting
Monday, April 28, 2025 at 5:30 PM
City Hall Council Chambers, 100 E Fountain St,
Dodgeville, WI

I. CALL TO ORDER AND ROLL CALL

II. APPROVAL OF MINUTES

- [1.](#) Approval of minutes from March 3, 2025.

III. NEW BUSINESS

- [2.](#) Review of Personnel Handbook: *Article 2, Section 2.02 – Vacancies*
3. Discussion and possible action regarding the Public Works position.
- [4.](#) Discussion regarding the creation of a City Administrator.
5. Establish a monthly meeting date and time per Dodgeville Municipal Code Sec 2.05.

IV. ADJOURN

6. Motion to Adjourn

Any person who has a qualifying disability, as defined by the Americans with Disabilities Act, that requires the meeting or material at the meeting to be in an accessible location or format, must contact the City Clerk at the address listed above or call 930-5228, prior to the meeting so that any necessary arrangements can be made to accommodate each request.

Minutes



Administration and Personnel Meeting
Monday, March 03, 2025 at 5:00 PM
City Hall Council Chambers, 100 E Fountain St,
Dodgeville, WI

I. CALL TO ORDER AND ROLL CALL

Call to order at 5:00 PM. Roll call – Meuer (chair), DeVoss. Also in attendance EMS Chief Brian Cushman and Mayor Barry Hottmann

II. NEW BUSINESS

1. *Adjourn to Closed Session - Pursuant to Wis. Stat. Sec. 19.85 (1)(c) for employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility for the purposes of: EMS Interviews.*

Motion by Meuer to go to closed session; second by DeVoss. Roll call vote – Meuer – YES, DeVoss – YES; motion passes 2-0.

III. ADJOURN

4. Motion to Adjourn. Motion to adjourn – motion by DeVoss, second by Meuer; motion passes 2-0. Meeting adjourned at 7:38 PM.

2.02 Vacancies

The City Council must approve the filling of all vacancies.

When the City determines that a vacancy should be filled or a new position created within the City, the City agrees to post a notice of such vacancy. The vacancy will not be filled until the notice has been posted for at least ten (10) working days. This posting period may be waived by the City Council.

The selection of any applicant to fill a job vacancy shall be made on the basis of relative ability, experience, and qualification.

The City may transfer employees to another position. The City establishes job requirements, determines an applicant's qualifications, and selects an applicant based on who the City determines to be the best qualified applicant for employment. The City may temporarily fill a position while processing the permanent vacancy or publicly soliciting employment applications from non-employees. The Mayor, Administrative & Personnel Committee chair or their designee, and the Department Head of the vacant position shall handle the hiring process and selection of an applicant to fill a job vacancy, unless otherwise required by law, regulation, or ordinance. The hiring process for Police and Fire Department employees will be governed by the Police and Fire Commission By-laws. The hiring process for library employees will be governed by Library Board policies.



**ADMINISTRATION DEPARTMENT
JOB DESCRIPTION**

ADMINISTRATION DIRECTOR

EXEMPT: Yes

UNION: No

GENERAL STATEMENT OF JOB:

This position provides supervision and direction to several of the City’s top management staff. Duties generally include supervision of various functions including, but not limited to, finance, water and sewer billing, human resources, information technology, elections, record management and risk management. Position requires skilled communications with various levels of government and the ability to develop and manage a high performing work team.

EXAMPLES OF WORK PERFORMED:

Section 1. Specific Activities

- 1.1 Work with the City Manager to prepare and present recommended budget, tax levy and fees to the Common Council.
- 1.2 Oversee the City’s financial and accounting systems.
- 1.3 Develop, analyze, and prepare reports reflecting the financial condition and activities of the City. Make recommendations to improve long term fiscal health.
- 1.4 Oversee audits to assure compliance with audit requirements. Review accuracy of audit findings and implement auditor recommendations.
- 1.5 Responsible for oversight and coordination of the City compensation, benefit, recruitment, training and recognition programs.
- 1.6 Facilitate employee team for the purpose of collecting feedback on the City’s employee policies and programs
- 1.7 Develop and implement policies related to the internal operations of the City. Update the City’s employee handbook and administrative policies and procedures. Advise

managers on the implementation of City policies and work to ensure consistency in their application throughout the City.

- 1.8 Work with staff to establish short-term and long-term goals for finance, human resource, risk management and IT. Develop strategies to achieve these goals.
- 1.9 Work with financial consultant and bond counsel to determine bonding capacity and other financing mechanisms available to the City and carry out financing strategies as required.
- 1.10 Prepare RFP's related to insurance, IT, tax assessments, financial services and other city services. Oversee vendor performance related to these services.
- 1.11 Supervises, evaluates, and manages subordinates to ensure that work is completed professionally and on time. Position will be responsible for the outcomes of subordinates.
- 1.12 Interacts with the public in a professional and courteous manner.
- 1.13 Keep the City Manager informed of issues that could impact the City. May serve as acting City Manager in the absence of the City Manager.
- 1.14 Recommends methods of improving local government services and cost saving methods.
- 1.15 Ensure that all applicable laws, regulations, and policies are followed by staff and City personnel and that appropriate records are kept.
- 1.16 Maintains files on PSC Rules & Regulations and Wisconsin Administrative Code regarding rules and regulations which govern the Water & Sewer Department.

Section 2. Peripheral Activities

- 2.1 Attends Common Council meetings. May occasionally be asked to attend to community meetings.
- 2.2 Serves as an ex-officio member of the Freudenreich Animal Care Trust Fund Committee.
- 2.3 Performs other duties as requested or as needed.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

The Administration Director is tasked with the oversight of many different areas and will therefore be expected to have proficient knowledge of City operations, City finances, and

applicable regulations. The position is expected to be a resource for various department managers and shall have the leadership qualities to support such.

The Administration Director's Office is a fast paced environment where mistakes can lead to considerable expense to the City. Position requires ability to manage multiple projects at once and deal with constant interruptions. Visits from the public are frequent and must be handled politely, efficiently, and with care, no matter how difficult the visit becomes.

Ability to make definitive decisions after considering fiscal and operational consequences.
Ability to communicate effectively, verbally or in writing, with customers and residents.

TOOLS AND EQUIPMENT USED:

Computer, copy machine, fax machine, telephone.

CONFIDENTIAL DATA:

Confidential information includes personnel matters, council executive session information, other office matters.

ESSENTIAL PHYSICAL JOB REQUIREMENTS:

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, employee frequently stands; sits; walks; grasps; holds; keyboards; uses repetitive movements; uses eye-hand coordination; hears, talks, uses the telephone; has contact with general public/customers; climbs stairs. Employee occasionally reaches; works alone; stoops, kneels, crouches, climbs stairs, or climbs ladders.

Employee must be able to frequently lift up to 10 pounds. Specific vision abilities required by this job include close vision.

ACCEPTABLE EXPERIENCE AND QUALIFICATIONS:

The following elements serve to identify the required acceptable experience and qualifications:

Minimum education: Bachelor's Degree in Accounting, Business Management, Business Administration, or Public Administration.

Minimum experience: Seven years of management experience preferably with a governmental unit including experience in a Finance or Accounting related field.

STATEMENT OF WORKING CONDITIONS:

The City of Platteville is a drug-free workplace.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, employee may be exposed to significant work/pace pressure.

POSITION ACCOUNTABILITY:

REPORTS TO: City Manager.

SUPERVISION EXERCISED: Financial Operations Manager, City Clerk, Administrative Assistant II, Accounting Specialist, Airport Manager and their subordinates, TV Camera Operator, as well as contract oversight for Airport Manager, custodians, taxi services, and various other contracted employees.

SELECTION GUIDELINES:

Formal application, oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or 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.

CITY OF PLATTEVILLE VALUES

Having a Positive Impact on Our Community • Treating our Customers with Care • Working Cooperatively Together • Doing Quality Work • Demonstrating Integrity on the Job • Showing Flexibility and a “Can Do Spirit” • Acting as Good Stewards of the City’s Resources • Ensuring Our Safety and the Safety of Others

Approved by Common Council: July 26, 2012

Revision History: 10/28/13; 05/10/16; 7/3/16

Administration Director Interview Questions

June 5 - 7, 2017

Panel 1 – City Manager Karen Kurt, Administration Director Valerie Martin, Financial Operations Manager Barb Johnson

Candidate Name: _____

Briefly tell us about your experience in each of the following areas:

- Accounts Payable and Receivable
- Utility Billing
- Payroll
- Benefit Administration
- Budgeting
- Long Range Financial Planning
- IT

Tell us about your two biggest accomplishments in your last position. Why were they significant to you?

Give two examples of actions you have taken to improve your organization's financial results. How did you discover the opportunities?

Describe a time when you had to make an unpopular decision. Why did you make the decision? How did you address the concerns of those around you?

What experience do you have supervising employees? What expectations have you set for your team? How do you communicate those expectations?

Tell us about a difficult employee situation you had to deal with. What was the situation? How did you handle it?

Give an example of a time when you had to work across organization boundaries, to develop a policy or implement a new project. How did you approach the process? What challenges did you face? How did you overcome those challenges?

Give us an example of a time when you went above and beyond to provide excellent customer service.

If we were to conduct an internet search using your name, what information might we find? What would you want us to know about the information?

What excites you about our opportunity? What role do you think administration plays in making a city successful?

Administration Director Interview Questions

June 9, 2017

Panel 2 – Account Specialist Pam Scott, Utility Billing Specialist Jane Leighty

Candidate Name:

Briefly tell us about your background.

Describe a time when you went out of your way to help another team member.

Imagine that you are an administration employee. You are approached by a resident off the job that is unhappy that their brush limbs were not picked up. Picking up brush limbs is the responsibility of the streets division, not administration. How would you respond to the resident?

Describe a time when you showed initiative to improve operations or service without being asked.

As an administration employee, you are a representative of the City. What do you think it means to represent the City well?

Describe your management style.

Tell us about a time when you took an action that helped your organization save time or money.

As potential members of your team, what expectations are you likely to have of us? If we are not meeting your expectations, how would you approach us?

As leaders, what things have you done in the past to celebrate the accomplishments of your team?

What excites you about our opportunity?

What questions do you have for us?

Attachment B**CITY OF LANCASTER JOB DESCRIPTION****TITLE: CITY ADMINISTRATOR****DEPARTMENT/ AGENCY: ADMINISTRATION****APPOINTMENT, TERM OF OFFICE AND REMOVAL**

The Administrator shall be appointed on the basis of merit with due regard to training, experience, administrative ability and general fitness for the office by a majority vote of the Council. This section, however; shall not preclude the Council from establishing other employment terms and conditions not inconsistent with the provisions of this ordinance or the Municipal Code of the City of Lancaster.

FUNCTIONS AND DUTIES OF THE ADMINISTRATOR

The Administrator, subject to the limitations defined in resolutions and ordinances of the City of Lancaster and Wisconsin State Statutes, shall be the chief administrative officer of the City, responsible only to the Mayor and the Council for the proper administration of the business affairs of the city pursuant to the statutes of the State of Wisconsin, the ordinances of the City of Lancaster, and the resolutions and directives of the Council, with power and duties as Follows:

- Carry out directives of the Mayor and Council which require administrative implementation, reporting promptly to the Mayor and Council and difficulties encountered herein.
- Be responsible for the administration of all day-to-day operations of the city government including the monitoring of all city ordinances, resolutions, council meeting minutes and state statutes.
- Establish, when necessary, 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 Council.
- Serve as an ex-officio, non-voting member of all boards, commissions and committees of the City, except as specified by the Council or state statutes.
- Stay informed concerning current federal, state, and county legislation and administrative rules affecting the City and submit appropriate reports and recommendations thereon to the Council.

- Keep informed concerning the availability of federal, state, and county funds for local programs. Assist department heads and the Council in obtaining funds under the direction of the Mayor and Council.
- Represent the City in matters involving legislative and intergovernmental affairs as authorized and directed as to that representation by the Mayor and Council.
- Act as public information officer for the City with the responsibility of assuring that the news media are kept informed about the operations of the City and that all open meeting rules 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.
- Promote the economic well-being and growth of the City of Lancaster through public and private sector cooperation; develop positive working relationships with the Wisconsin Department of Development, Forward Wisconsin, and other agencies promoting economic development opportunity in the state. Maintain good communication with the commercial and industrial sectors of the City. Coordinate business development and retention activities undertaken by the City and other local organizations. Initiate economic development activities when the opportunity arises.
- Coordinate and advise consulting engineers in state and federal projects being undertaken by the City.

RESPONSIBILITIES TO THE CITY COUNCIL

- Attend all meetings of the Council, assisting the Mayor and the Council as required in the performance of their duties.
- In coordination with the Mayor, Council, and Clerk ensure that the appropriate agendas are prepared to all meetings of the Council, all Council committees, and all other appropriate committees and commissions of the City, together with such supporting material as may be required; with nothing herein being construed as to give the Administrator authority to limit or in any way prevent matters from being considered by the Council, or any of its committees and commissions.
- Assist the City Attorney in the preparation of ordinances and resolutions as required by the Mayor or the Council, or as needed.
- Keep the Mayor and Council regularly informed about the activities of the Administrator's office by oral or written report at regular and special meetings of the Council.
- In the event that action normally requiring Council approval is necessary at a time when the Council cannot meet, the Administrator shall receive directives from the Mayor.

PERSONNEL

- Be responsible for the administrative direction and coordination of all employees of the City according to the established organization procedures.
- Recommend to the Council the appointment, promotion, and when necessary for the good of the City, the suspension or termination of department heads.
- 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 below that department head level.
- Serve as personnel officer for the City with responsibilities to see that complete and current personnel records, including specific job descriptions, for all City employees are kept. Evaluate, in conjunction with department heads, the performance of all employees on a regular basis. Recommend salary and wage scales for City employees not covered by collective bargaining agreements. Develop and enforce high standards for performance by City employees. Assure that city employees have proper working conditions. Work closely with department heads to promptly resolve personnel problems or grievances.
- Assist in labor contract negotiations and collective bargaining issues and administer the resulting approved contracts.
- Work closely with department heads to assure that employees receive adequate opportunities for training to maintain and improve their job-related knowledge and skills and act as the approving authority for requests by employees to attend conferences, meetings, training schools, etc., provided that funds have been budgeted for these activities.

BUDGETING AND PURCHASING

- Responsible for the preparation of the annual City budget, in accordance with guidelines as may be provided by the Council and in coordination with department heads, and pursuant to State statutes for review and approval by the Mayor and the Council.
- Administer the budget as adopted by the Council.
- Report regularly to the Council 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.
- 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 Council and any limitation contained in the State statutes.
- As directed by the City Council, work with consulting engineer and Director of Public Works to develop plans and specifications for budgeted public works projects, review cost estimates, prepare bidding documents, schedule necessary meetings and administer public works contracts.

COOPERATION

All officials and employees of the City shall cooperate with and assist the Administrator so that the city government shall function effectively and efficiently.

SEVERABILITY

The provisions of this ordinance shall be deemed severable, and it is expressly declared that the council of the city of Lancaster would have passed the other provisions of this ordinance irrespective of whether or not one or more provisions may be declared invalid. The remainder of the ordinance and the application of such provision to other persons or circumstances shall not be affected thereby.



Job Posting - Village Administrator/Clerk

Village Clerk/Administrator Advertisement for the Village of Baldwin

The Village of Baldwin is accepting applications from qualified applicants to fill a full-time vacancy for the position of Village Clerk/Village Administrator.

Position includes but is not limited to directing and coordinating day to day activities of all Village departments and utilities, preparation of annual Village and utility budgets, understand and be responsible for management of village elections, have experience and understanding of the statutory responsibilities of a Village Clerk, serve as Village Human Resource Director, investigates availability of funding sources and grant opportunities, reviews pending and adoptive federal and state legislation that may have an impact on local government, attends all Village Board meetings and other meetings as required, development of Ordinances and Resolutions, works with village engineer on capital projects and administers village zoning ordinances.

The successful candidate must be detail oriented, organized, and have good written and verbal communication skills. They must also be able to establish and maintain working relationships with the Village Board, Village Department Heads, and Village employees. They should have some knowledge of the principles of local government including election laws, financial administration, and be able to provide direction and recommendations to the Village Board. A minimum of 3 - 5 years in local government or a management position, and a bachelor's degree in public administration or business administration is preferred.

The position includes a comprehensive and generous benefit package. Salary will be based upon experience. The salary range for the position is \$92,500 - \$110,000.

To be considered, please submit a cover letter, completed application, and your resume to: Village of Baldwin, 400 Cedar Street, PO Box 97, Baldwin, WI 54002 or email your cover letter, application, and resume to frank@villageofbaldwin.com

Interviews for the position of Village Administrator/Clerk are tentatively scheduled for the week of May 13th.

For further information please email frank@villageofbaldwin.com or call Frank Pascarella, Interim Administrator, at 715-684-3426 x116. The Village of Baldwin is an equal opportunity employer and a drug-free workplace.

Supporting Documents

 a0374cfl-applicationforemployment_short.pdf (164 KB)



Contact Information

Frank Pascarella, Interim Administrator
400 Cedar St.

Phone: 715-684-3426 x 116
Email: frank@villageofbaldwin.com

Section III. Item #4.

View Full Contact Details +

Home Staff Login

400 Cedar Street PO Box 97, Baldwin, WI 54002 |
(715) 684-3426

City Administrator

Dept/Div: *Administration* FLSA Status: Exempt

General Definition of Work

Performs complex executive work directing all operations and activities of the City government, ensuring ordinances, resolutions and policies adopted by the City Council are implemented and consistently applied, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the Common Council.

Organizational supervision is exercised over Department Heads, HR Manager, and City Clerk.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

Directs and manages the operations of the City; provides direction to all City functions falling under the authority of the City Council.

Works with department heads and senior management to ensure effective coordination and cooperation among departments; coordinates the continuous review of interdepartmental processes for quality control and improvement; facilitates problem solving at all levels in the organization.

Serves as a liaison between City staff, the Mayor, and the City Council; attends all meetings of the City Council and Council Standing Committees; briefs Council members on pending agenda items and other City issues; provides analysis as needed to assist the Council in making informed policy decisions; oversees the preparation of meeting agendas; provides administrative support to Mayor and Council members as needed.

Oversees the development and administration of the annual budget and capital improvement program.

Recruits, hires (except as otherwise provided for by State Statute), and supervises the workforce of the City including key department heads.

Assists the Mayor and City Council with strategic and long-range planning for the City; participates in planning efforts at the local and regional levels; keeps City Council apprised of developments at the State and Federal levels that impact the City; monitors pending legislation for impact on the City; oversees compliance with new legislation.

Represents the Mayor, City Council and the City at various meetings, functions and events; serves as a liaison to various civic or governmental organizations and committees, taskforces, boards, and commissions; confers regularly with officials from other units of local government and business and community organizations; provides information about City operations.

Coordinates special projects; oversees professional contractors and/or consultants providing services to the City.

Oversees and participates in the resolution of inquiries and complaints from the public and other organizations.

Knowledge, Skills and Abilities

Comprehensive knowledge of public administration principles and practices; comprehensive knowledge of municipal corporation laws, ordinances and regulations; thorough knowledge of municipal finance practices; thorough knowledge of development practices and regulations, thorough knowledge of human resource and labor relations practices and regulations; ability to operate standard office equipment and software packages; ability to write clear and concise reports, memoranda, directives and letters; ability to analyze complex problems and develop comprehensive plans from general instructions; ability to meet the public and to discuss problems and complaints; ability to communicate effectively, both orally and in writing; ability to establish and maintain effective working relationships with department heads, the City Council and the general public.

Education and Experience

Bachelor's degree with coursework in Public Administration, or related field and considerable experience in municipal management, or equivalent combination of education and experience. Master's degree preferred.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting and speaking or hearing, frequently requires using hands to finger, handle or feel and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, reaching with hands and arms, lifting and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

None.

Last Revised: 3/19/2019

City of Brillion

City Administrator Job Description

DEFINITION Under policy direction by the City Council, the City Administrator shall plan, organize, direct and review the activities and operations of the City. The Administrator shall be appointed by, and serve at the pleasure of, the City Council. He/she shall be appointed by a majority of the Council.

DISTINGUISHING CHARACTERISTICS The classification of City Administrator is responsible for the day to day operations of the City. All administrative matters requiring action by the Council are to come to the full Council through the office of the City Administrator and consider the Administrator as its representative.

ESSENTIAL JOB FUNCTIONS Duties will include, but are not limited to, the following:

- Shall supervise administration of all City departments and offices.
- Shall research, interpret, and prepare City ordinances and resolutions for City Council consideration.
- Shall research, interpret and prepare all policies, procedures and regulations which the Council has legal authority to apply to city offices and departments, including those departments in which the department head is an elected or appointed officer.
- Shall attend all meetings of the City Council and Council Committees unless excused therefrom, prepare matters for the Council consideration and action, and make recommendations to the Council on matters within its authority.
- Shall submit a proposed annual budget for Council consideration and adoption.
- Shall supervise and direct preparation of the budget and review and evaluate all items including expenditures, revenues and services.
- Shall supervise and direct the administration of purchasing.
- Shall administer the personnel and labor relations program of the City.
- Shall evaluate the job performance of all department heads and non-management staff supervised by the Administrator.
- Shall administer the risk management operations (insurances) of the City, including but not limited to, workers' compensation, liability, property, employment liability, vehicle and small claims.
- Shall have working knowledge of of Grant Writing and Grant programs.
- Shall serve as preparation and reporting administrator for City programs, funding, and county, state, or federally required report completion.
- Shall make all organizational recommendations in order to efficiently and effectively provide City services.
- Shall perform such investigations, studies, or surveys as the City Council may request.
- Shall understand and appreciate the value of historic preservation, environment and quality of life concerns.

- Shall be responsible for and prepare minutes of the City Council meetings in the absence of the City Clerk.
- Shall hire and discharge employees, excluding department heads, with the assistance of the individual department head.
- Shall participate and take an active role in community solutions.
- Shall coordinate the planning for design and construction of physical facilities.
- Shall negotiate contracts, agreements, and memorandums of understanding as directed.

QUALIFICATIONS Knowledge of:

- Understands all facets of Council-Administrator relationship.
- Possess a working knowledge of all facets of municipal government.
- Possess a working knowledge of pertinent state, federal and local government laws, rules and regulations.
- Ability to: Manage and provide effective leadership to all levels of City operations.
- Build consensus for short and long range goals.
- Establish and maintain good working relationships with Council, employees, and public.
- Communicates clearly and concisely, both orally and in writing.
- Develop relationships with other agencies or organizations.
- Analyze problems and identify solutions.
- Operate and have computer knowledge.

Education/Experience:

- Possess a Bachelor's degree in Public Administration, Business Administration, or related field (a Master's degree is highly desirable) or applicable experience in related fields
- Possess a minimum of five years experience as a City Manager/Administrator or Assistant City Manager/Administrator, or Department Head in municipal government or applicable experience in progressive management or Human Resources roles

Current physical and mental requirements for this position are: frequent sitting; walking and standing; bending, twisting, climbing, squatting and kneeling; complete work under deadlines; have memory capacity to recall details and events; distinguish between critical information and background noise/distractions, solve problems based upon applications of established codes, policies and procedures; and must be free from physical conditions that might adversely affect the ability to perform job functions in a variety of indoor and some limited outdoor working environments.

Send cover letter, resume and references to msmithbrillion@gmail.com by Friday, June 2, 2023. Interviews for qualified candidates may occur anytime during the recruitment period.



2255 76th Street | Franksville, WI 53126-9539 | Phone: (262) 835-4426 | Fax: (262) 835-4449 | Website: www.raymondwi.com

Position: Village Administrator/Clerk

Reports To: Village Board

FLSA Status: Exempt

Purpose of the Position

The Village Administrator/Clerk is responsible for conducting all Administration and Clerk functions for the Village of Raymond including coordinating all office functions, elections, record keeping, meeting administration, payroll, accounts payable, invoicing, licensing, budgeting, and support for all community development initiatives.

Essential Functions

Carry out the duties as specified in §61.25 of the Wisconsin Statutes for a village clerk and any other related duties as specified by the Village of Raymond Board.

Establishes and maintains positive relationships with all village employees, elected and appointed officials, customers, governmental agencies, and the community in general.

Ensure that the proper notice of agendas and meeting packets for all meetings are prepared and posted in accordance with state statutes and ordinances.

Manages and oversees all election administration including but not limited to, processing absentee voting requests, mailing of ballots, maintains election registrations and database to include voter information and histories and maintaining permanent absentee voter records.

Creates material and organizes poll worker training. Ensures all election staff are trained to the standards of the WEC and Statutory requirements.

Responsible for payroll processing, reporting and records.

Responsible for accounts payable in coordination with Village Treasurer.

Invoices for village services and professional reimbursement in coordination with Village Treasurer.

Updates and maintains village website, village-wide newsletters, and social media.

Responsible for day-to-day general office duties including reception duties, mail distribution, providing general information, ordering of office supplies and any other supply needs for village hall as requested.

Coordinates and oversees the printing, publication and distribution of all official village correspondence including press releases, legal notices and notices sent to residents.

Responsible for issuance of licenses and the maintenance of related records.

Responds to all open records requests.

Responsible for Village insurance programs, including liability and property, workers compensation, health and life insurance.

Drafts resolutions and ordinances when required.

Attends all Village Board meetings and records minutes.

Prepares documents for annual audit in coordination with Village Treasurer

Carries out all actions and directives of the Village Board which require administrative implementation or where the President and/or Village Board have so directed.

Creates, maintains, and analyzes the annual operating and capital budgets including monitoring the day-to-day administration and coordination of all departments, operations, and business affairs of the Village of Raymond

Perform the duties of personnel director, managing other Village employees in the employment, training, and evaluation of all Village personnel in accordance with the Village's policies and applicable laws.

Prepares reports and recommendations for the Village Board, committees, and commissions on operational or policy matters before them and on any other actions necessary to improve the overall health, safety, and welfare of the Village of Raymond.

Establishes and maintains procedures to facilitate communication between citizens and village government to assure that complaints, grievances, recommendations, and other matters receive prompt attention and to assure that all such matters are expeditiously resolved.

Promote the economic well-being and growth of the Village through public and private sector cooperation, ensuring consistency with the Village's Comprehensive Plan.

Remain current on all Federal, State and County legislation and administrative rules affecting the Village and submit appropriate reports and recommendations thereon to the Board including but not limited to grant applications and other potential financial resources.

Represent the village in matters involving legislative and inter-governmental affairs as authorized and directed by the Village Board.

Acts as the Village's public information officer at the direction of the Village Board.

Oversee all contracts for the purchase of equipment, supplies, and property to ensure compliance with the village's purchasing policy and contract provisions and assist with bid preparation, analysis and compliance as requested.

Works with the Village Engineer in the preparation of engineering plans and specifications, bidding, competency of contractors and vendors, and the selection criteria for public contracts.

Work with the Village Engineer and Zoning Administrator in overseeing project management for the construction of municipal public works projects to ensure contractor compliance with time and budget parameters for the contract.

Assists in the planning for future development.

Serves as secretary for the Board of Review.

Files reports with the Wisconsin Department of Revenue related to the assessment of Village real and personal property.

Certify the Village's Road mileage annually with the Wisconsin Department of Transportation.

Serves as the custodian of Village asset's records.

Assists with the collection of property taxes and annual dog licensing.

Administers oaths of office for public officials.

Functions as a Wisconsin Notary Public.

Ensures compliance with all Village policies and procedures as well as create policies and procedures as required by the Village Board.

Other related duties as may be assigned by the Village Board

Education, Training and/or Experience

Minimum of a bachelor's degree with an emphasis in public administration or related field. Experience in public sector as an administrator/manager or assistant administrator/manager with solid experience and orientation to the activities and operations of a Village highly preferred. Related experience or training OR an equivalent combination of education, training and/or experience may be considered in place of bachelor's degree. WCMC and IIMC certifications preferred plus experience and training which provides the following knowledge, abilities, and skills:

1. Provide strong administrative leadership, counsel, and support to the Board, being adaptive to changing personalities and styles of group interaction.
2. Ability to commit to goal-setting and strategic planning processes.
3. Ability to set goals, plan, organize, implement, monitor, and meet deadlines independently as well as in a team setting.
4. Possess knowledge of financial management abilities, including financial forecasting, and budget control.
5. Possess solid personnel management and employee/labor relations skills.
6. Have knowledge of land use, zoning, planning, and development/redevelopment principles and practices.
7. Be familiar with, interpret, and apply organizational policies, laws, rules, and regulations.
8. Ability to accomplish work and multi-task using organizational skills, delegation of authority and sound judgment while maintaining a high degree of accuracy and efficiency.
9. Ability to effectively communicate through correspondence, speeches, and reports for presentation to public groups and the Village Board.

10. Ability to respond rapidly and effectively in emergency situations demonstrating stable and sound judgment.
11. Ability to respond to common inquiries or complaints from the public, regulatory agencies, or staff members.
12. Ability to effectively and tactfully present information and respond to questions of citizens, fellow employees, and the Village Board.
13. Ability to explain, demonstrate and clarify to others within well-established policies, procedures, and standards.
14. Ability to maintain and foster cooperative working relationships with peers, supervisors, and the public.
15. Ability to maintain confidentiality of all Village matters.
16. Ability to utilize various office and computer equipment and programs.
17. Ability to work irregular and/or extended hours.
18. Ability to maintain regular, predictable, and punctual on-site attendance.

Physical Demands

Generally, the physical demands of this position are like those encountered in a typical office environment, such as the need to sit, talk, hear, stand, walk, or use hand-eye coordination. This includes repetitive activities such as the use of a computer. The employee is occasionally required to reach, stoop, kneel, bend, crouch, or crawl. The employee must occasionally lift, carry, push and/or pull (with assistance) up to 50 pounds.

Work Environment

Generally, the work environment of this position is like those encountered in a typical office environment. The employee is occasionally required to work or perform duties outdoors. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and irate individuals. The noise level in the work environment is usually low to moderate.

Selection Guidelines

Formal application; review of education and experience; oral interview and reference check. Job related tests and professional references may be required. The Village reserves the right to promote from within if qualified candidates are currently in its employ. All applicants may be required to submit to a medical examination prior to appointment, consistent with the requirements of the position. Background checks of local, state or federal authorities will be conducted for all applicants.

Nothing in this job description limits the Village's right to assign or reassign duties and responsibilities to this job at any time. The job description may be changed at any time by the Village. The duties listed above are intended only as illustrations of various types of work that may be performed. The omission of specific statements or duties does not exclude them from the position if the work is similar, related, or logical assignments to the position. All essential functions must be performed in a manner satisfactory to the Village.

This 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 the requirements of the job change.

The Village of Raymond is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities.

Salary and Benefits

Starting Salary as determined and approved by the Village Board of \$75,000 annually. Full benefits package including Wisconsin Retirement System.

CHAPTER 2.28 CITY ADMINISTRATOR[Sec 2.28.010 Office Of The City Administrator](#)[Sec 2.28.020 Appointment, Term Of Office And Removal](#)[Sec 2.28.030 Functions And Duties Of The Administrator](#)[Sec 2.28.040 Cooperation](#)**Sec 2.28.010 Office Of The City Administrator**

In order to provide the City with a more efficient, effective and responsible government under a system of a part-time Mayor and part-time Council at a time when City Government is becoming increasingly complex, there is hereby created the Office of City Administrator for the City (hereinafter to be referred to as the "Administrator").

(Ord. No. 3-93-1, § 1(a), 3-15-1993)

Sec 2.28.020 Appointment, Term Of Office And Removal

The Administrator shall be appointed on the basis of merit with due regard to training, experience, administrative ability and general fitness for the office, by a majority vote of the Common Council. The Administrator shall hold office for an indefinite term subject to removal at any time by a two-thirds vote of the Common Council. This section, however, shall not preclude the Common Council from establishing other employment terms and conditions not inconsistent with the provisions of this chapter or the Municipal Code of the City.

(Ord. No. 3-93-1, § 1(b), 3-15-1993)

Sec 2.28.030 Functions And Duties Of The Administrator

The Administrator, subject to the limitations defined in the resolutions and ordinances of the City and State Statutes, shall be the Chief Administrative Officer of the City, responsible only to the Mayor and the Common Council for the proper administration of the business affairs of the City, pursuant to the Statutes of the State, the ordinances of the City, and the resolutions, Board motions and directives of the Common Council, with proper duties and powers as follows:

(a) *General duties.*

- (1) Carry out Directives of the Mayor and Common Council which require administrative implementation, reporting promptly to the Mayor and Common Council any difficulties encountered herein;
- (2) Be responsible for the administration of all day-to-day operations of the City government including the monitoring of all City ordinances, resolutions, Council Meeting Minutes and State Statutes;
- (3) Prepare a plan of administration, including an organization chart, which defines authority and responsibility for all nonstatutory positions of the City; and submit it to the Common Council for adoption as the official organization and administrative procedure plan for the City;
- (4) Establish when necessary administrative procedures to increase the effectiveness and efficiency of city government according to current practices in local government, not inconsistent with Subsection (a)(3) of this section or directives of the Mayor and Common Council;
- (5) Serve as ex-officio nonvoting member of all Boards, Commissions and Committees of

City, except as specified by the Common Council or State Statutes;

- (6) 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;
- (7) Keep informed concerning the availability of current 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;
- (8) Represent the City in matters involving legislative and intergovernmental affairs as authorized and directed as to that representation by the Mayor and Common Council;
- (9) Act as public information officer for the City with the responsibility of assuring that the news media are kept informed about the operations of the City and that all open meeting rules and regulations are followed;
- (10) Establish and maintain procedures to facilitate communications between citizens and City government to ensure that complaints, grievances, recommendations and other matters receive prompt attention by the responsible official, and to ensure that all such matters are expeditiously resolved;
- (11) Promote the economic wellbeing and growth of the City through public and private sector cooperation;
- (12) The City Administrator shall serve as City Clerk and shall be responsible for the duties of Clerk as set forth in Wis. Stats. § 62.09(11), and City ordinances;
- (13) The City Administrator shall serve as City Treasurer, and be responsible for the duties of the Treasurer as set forth in Wis. Stats. § 62.09(9), and administer the receipts, deposits and appropriate investment of all moneys received by the City, and may draw and countersign all orders on the City Treasury.

(b) Responsibilities to the Common Council.

- (1) Attend all meetings of the Common Council, unless excused by the Mayor or majority vote of the Common Council; assisting the Mayor and the Common Council as required in the performance of their duties;
- (2) In coordination with the Mayor and Common Council, ensure that appropriate agendas are prepared to all meetings of the Common Council, all Common Council Committees, and all other appropriate Committees and the Commissions of the City, together with such supporting materials as may be required; with nothing herein being constructed as to give the Administrator authority to limit or in any way prevent matters from being considered by the Common Council, or any of its Committees and Commissions;
- (3) Assist in the preparation of ordinances and resolutions as requested by the Mayor or the Common Council, or as needed;
- (4) Keep the Mayor and Common Council regularly informed about the activities of the Administrator's office by oral or written report at Regular and Special Meetings of the Common Council;
- (5) In the event that action normally requiring Common Council approval is necessary at a time when the Common Council cannot meet, the Administrator shall receive directives from the Mayor.

(c) Personnel.

- (1) Be responsible for the administrative direction and coordination of all employees of

City according to established organization procedures;

- (2) Recommend to the Common Council the appointment, promotion, and when necessary for the good of the City, the suspension or termination of department heads;
- (3) In consultation with the appropriate department head, be responsible for the appointment, promotion, and when necessary for the good of the City, the termination of employees below the department head level;
- (4) Serve as personnel officer for the City with responsibilities to see that complete and current personnel records, including specific job descriptions, for all City employees are kept; evaluate in conjunction with department heads the performance of all employees on a regular basis; recommended salary and wage scales for City employees not covered by collective bargaining agreements; develop and enforce high standards of performance by City employees; ensure that City employees have proper working conditions; work closely with department heads to promptly resolve personnel problems or grievances; (optional)
- (5) Assist in labor contract negotiations and collective bargaining issues;
- (6) 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 approving authority for requests by employees to attend conference meetings and training schools, etc., provided that funds have been budgeted for these activities.

(d) *Budgeting and purchasing.*

- (1) Be responsible for preparation, posting and publishing including all official notices required, of the annual City budget and the City budget proceedings, in accordance with the guidelines as may be provided by the Common Council and in coordination the department heads, and pursuant to State Statutes, for review and approval by the Mayor and Common Council;
- (2) Administer the budget as adopted by the Common Council;
- (3) Report regularly to the Common Council on the current fiscal position of the City;
- (4) Supervise the accounting system of the City and ensure that the system employs methods in accordance with current professional accounting practices;
- (5) Oversee the purchasing 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 State Statutes.

(Ord. No. 3-93-1, § 1(c), 3-15-1993)

Sec 2.28.040 Cooperation

All officials and employees of the City shall cooperate with and assist the Administrator so that the City government shall function effectively and efficiently.

(Ord. No. 3-93-1, § 1(d), 3-15-1993)