



# JOB DESCRIPTION

<b>Position</b>	Assistant to the City Administrator	<b>Department</b>	General Government – City Hall
<b>FLSA Status</b>	Exempt	<b>Status</b>	Full-Time
<b>Reports To</b>	City Administrator	<b>Bargaining Unit</b>	None
<b>Last Updated / Reviewed</b>	April 4, 2016	<b>Date Approved by Council</b>	

**PURPOSE OF POSITION:**

The purpose of this position is to perform a variety of duties including human resource and risk management coordination, economic development and planning assistance, public communications development, and special projects.

**POSITION ACCOUNTABILITY:**

The Assistant to the City Administrator is accountable to and works under the direction of the City Administrator. General day-to-day supervision, administrative direction, and performance evaluation shall be received from the City Administrator.

**SUPERVISION EXERCISED:**

This position supervises the Seasonal Recreation employees at the Air Products Ice Rink and the Goodrich Square Splash Pad.

**MAJOR DUTIES AND RESPONSIBILITIES:**

**ADMINISTRATIVE SERVICES DIVISION**

1. Human Resources
  - a. Research, develop, and assist in implementation of new and updated personnel policies.
  - b. Administer the Restricted / Modified Duty Program.
  - c. Process paperwork for all employees relating to wages and benefits.
  - d. Monitor changes to employee benefits, wages, and costs and update pay codes for employees accordingly.
  - e. Coordinate the Paid Time Off (PTO) annual payouts.
  - f. Serve as a member of the union negotiation team and assist in the preparation and analysis of data for collective bargaining.
  - g. Draft new job descriptions with Department Heads as new positions are added.
  - h. Review one quarter of the job descriptions every year with the Department Heads to ensure they are up-to-date, reflect job requirements and duties accurately, and that all legal requirements are met.
  
2. Risk Management
  - a. Coordinates the annual hearing tests for the Police Department and Department of Public Works.
  - b. Coordinate the random draw drug screen process for employees who hold a CDL.

- c. Coordinate the employee safety program, including update of policies based on recommendations from Cities & Villages Mutual Insurance Company (CVMIC), and implementation of training programs to be coordinated with Department Heads.
  - d. Coordinate Employee Action Team (E.A.T.) meetings, objectives, and events.
  - e. Educate supervisors and/or employees regarding safety concerns.
  - f. Administer the workers compensation program and monitor and track workers compensation claims in departments.
  - g. Administer the liability insurance program and monitor and track liability claims in departments.
  - h. Administer the property insurance program and monitor and track property insurance claims in departments.
  - i. Prepare Wisconsin Department of Safety & Professional Services required reports, and ensures compliance with required postings and notifications.
  - j. Coordinate the completion of the Risk Assessment through CVMIC as required.
  - k. Complete the annual CVMIC Insurance Renewal Questionnaire.
  - l. Assist the City Administrator with claims investigations as needed.
  - m. Assist the City Administrator in monitoring the modified duty assignment program.
  - n. Serve as ADA Coordinator for the City of Milton.
3. Employee Recruitment
- a. Manage the NEOGOV system for hiring of all new employees.
  - b. Coordinate the hiring process with the City Administrator and Department Heads.
  - c. Assist in developing supplemental questions and interview questions with Department Heads.
  - d. Schedule applicants for interviews with Department Heads and other department representatives.
4. Benefit Administration
- a. Serve as point of contact for employee benefit questions.
  - b. Administer the City of Milton FMLA Program.
5. Public Communications
- a. Serve as “webmaster” for the City of Milton website, coordinate updates to the website, and implement continual improvements to the look, feel, and effectiveness of the site and site content.
  - b. Serve as Technical Point of Contact for the .GOV Domain.
  - c. Coordinate dissemination of city information via social media outlets including Facebook, Twitter, and the Milton Matters blog.
  - d. Develop videos upon request to upload to the City’s YouTube Channel.
  - e. Upload Council videos and other videos to the City’s YouTube Channel.
  - f. Participate in initiatives to improve citizen communications, including researching and/or implementing possible communication methods such as community meetings, newsletters, e-newsletters, Cable Access programming, website enhancements, and other avenues that will create communication improvements.
  - g. Assist with the preparation of visual aids for various public meetings and events.
  - h. On behalf of the City Administrator or other City officials as assigned, draft letters, memos, press releases, or other written communications.
  - i. Develop the City of Milton Annual Newsletter in conjunction with Department Heads and other City-wide mailings as assigned.

**COMMUNITY DEVELOPMENT / PLANNING DIVISION**

- 1. Assist the following committees with projects, grants, and other items as assigned; provide agenda items, attachments, and memos to the City Hall Administrative Assistant for agenda preparation; and record minutes for these commissions / committees:

- a. Economic Development Commission
  - b. Historic Preservation Commission
  - c. Parks & Recreation Commission
  - d. Tourism Development Committee
2. Assist in planning initiatives for the City of Milton including updates to the Comprehensive Plan and Comprehensive Outdoor Recreation Plan (CORP).
  3. Recruit and supervise Seasonal Recreation employees for the Air Products Ice Rink and Goodrich Square Splash Pad.
  4. Assist the City Administrator and other staff with grant research, writing, and administration.

#### **FINANCE DIRECTOR / TREASURER DIVISION**

1. Participate in developing the annual budget by performing research and developing the budget document under the direction of the City Administrator and Finance Director / Treasurer.
2. Reviews time sheets for all employees for accuracy and to ensure that union contracts and personnel policies are followed.
3. Assist in scheduling Meter Change and Cross Connection Inspection appointments for residential customers.
4. Issue outside water meters to utility customers.

#### **CLERK DIVISION**

1. Serve as backup for the City Clerk / Deputy Treasurer and City Hall Administrative Assistant in the preparation of weekly information and agenda packets as needed and directed by the City Administrator or City Clerk / Deputy Treasurer.
2. Provide detailed support and assistance with the election process by registering new voters, assisting with absentee voter applications and ballot mailing, and other duties as assigned by the City Clerk / Deputy Treasurer.
3. Assist at elections as directed by the City Clerk / Deputy Treasurer.
4. Receive and receipt Park Rental Applications, Direct Sellers, Operator, Liquor, Business, and Cigarette License applications and forward to the City Clerk / Deputy Treasurer or his/her designee to process.

#### **GENERAL**

1. Conduct administrative, operational, and management analyses, studies, and research projects including those involving city-wide issues, programs, policies, and procedures under the direction of the City Administrator.
2. Coordinate and assist with the Request for Proposals (RFP) process for city projects.
3. Assist the City Administrator with implementation of the Common Council's Strategic Plan, and participate in the periodic updates to the Strategic Plan.
4. Complete various data collection or dissemination projects, such as salary surveys or other information requests.
5. Respond to public inquiries either by phone or in person and assist in providing information on the utilities and general city business including, but not limited to, property taxes, assessments, legal descriptions, city records, ordinances, park rental information, and Department of Public Works services.
6. Receipt animal licenses, utility bills, and any other Accounts Receivable for the City.
7. Provide office support including but not limited to copying, filing, typing, assistance at the front counter and answering phones.
8. Maintain office files as required for easy retrieval of a variety of records.
9. Assist City Departments with projects at the direction of the City Administrator.
10. Monitor and maintain the FOB System for City Hall and Police Department.
11. Assist with review of professional communications to the public including proofreading press releases, letters, and memos as requested.

## EDUCATION, EXPERIENCE AND QUALIFICATIONS:

1. Bachelor's Degree in Public Administration, Political Science, or closely related field. Master's Degree in Public Administration or closely related field strongly preferred.
2. Skill in written and oral communications.
3. Thorough understanding of municipal government practices.
4. Skill in operation of computers and general office computer software (Microsoft Excel, Word, etc.), 10-key calculator, fax, telephone, cash register, copier, and other office equipment as may be required.
5. Ability to manage and handle cash and check payments in an accurate manner, and ability to use cash register.
6. Knowledge of office practices, including filing and record keeping.
7. Ability to use sound judgment when screening and referring inquiries by phone or in person.
8. Ability to effectively and efficiently schedule and organize work.
9. Regular evening work to accommodate City meetings and other events and possible weekend work required depending on time of year and priorities of the department.
10. Ability to interact well with others, including co-workers and customers, is necessary.
11. Ability to work efficiently in a governmental office that is fast paced and where projects and priorities change often and quickly.
12. Excellent public relations skills and ability to communicate effectively with customers and co-workers in person, by phone, and in writing.
13. Ability to commit to a teamwork environment, work efficiently in an office setting, and prioritize tasks consistent with daily requirements of the office.
14. Ability to establish and maintain effective working relationships with employees, other departments, officials, and the public.
15. Ability to plan, organize, and supervise staff as assigned.
16. Ability to work well with City officials, residents, other members of City staff, nonprofit organizations in the community, and members of the public who come in contact with City staff.
17. Ability to perform duties with considerable independent judgment and initiative under limited supervision.

## SPECIAL REQUIREMENTS:

1. Must have valid Wisconsin Driver's License, or ability to obtain one.
2. Must obtain notary public certification within six (6) months of employment.

## PHYSICAL DEMANDS

The physical demands 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, the employee is frequently required to sit for long periods of time, and talk or hear; use hands to finger, handle, feel, or operate objects, tools, or controls; and reach with hands and arms. The employee is frequently required to work long hours, beginning in the morning and continuing into the evening. The employee is occasionally required to walk. The employee must have the ability to communicate in writing, on the phone, and by other electronic means.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include close vision and ability to adjust focus.

## WORK ENVIRONMENT:

The work environment characteristics described herein 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.

1. The noise level in the work environment is usually moderate.
2. The work is predominantly performed in an office setting.
3. Occasionally loud noises may be experienced at construction sites.

*The specific statements shown in each section of this description are not intended to be all-inclusive. This represents typical elements and criteria necessary to successfully perform the job.*