



JOB DESCRIPTION

Position	City Administrator	Department	General Government – City Hall
FLSA Status	Exempt	Status	Full-Time
Reports To	Mayor / Common Council	Bargaining Unit	None
Last Updated / Reviewed	April 4, 2016	Date Approved by Council	

PURPOSE OF POSITION:

The purpose of the position is to serve as 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 of Wisconsin, the Ordinances of the City of Milton, and the Resolutions, Motions, and Directives of the Common Council.

The administrator is responsible for the efficient and effective administration of City affairs. The duties and responsibilities include directing, organizing, coordinating, and expediting the performance of all City services, functions, and programs. The Administrator provides information on an advisory basis to the Common Council.

POSITION ACCOUNTABILITY:

The Administrator works for the citizens of Milton and is appointed by the Common Council. S/he is directly responsible and accountable to the Mayor and the Council.

SUPERVISION EXERCISED:

Exercises primary supervision over all Department Directors including the City Clerk / Deputy Treasurer, Police Chief, Director of Public Works, Finance Director / Treasurer, and any other Department Directors of the City, subject to input from the respective commissions (Police Commission and Library Board), and City Hall Staff.

MAJOR DUTIES AND RESPONSIBILITIES:

COMMUNITY DEVELOPMENT DIVISION

1. Serve as an ex-officio member of the Plan Commission.
2. Serve as Executive Director of the Community Development Authority (CDA).
3. Serve as Chair of the City's Economic Development Commission and Tourism Development Committee.
4. Coordinate the City's economic development, tourism promotion, and planning activities in cooperation with community organizations and staff.
5. Serve as the City's Emergency Management Coordinator.
6. Keep informed concerning the availability of state and federal funds for local programs, and assist Department Directors and the Common Council in procuring such funds.
7. Community Development Block Grant (CDBG) Program
 - a. File lien releases for Community Development Block Grants (CDBG) in coordination with the Finance Director / Treasurer and the contracted administrator for the CDBG program.
 - b. Continually update the CDBG spreadsheet for outstanding loans.

ADMINISTRATIVE SERVICES DIVISION

1. Be responsible for the administrative direction and coordination of all employees of the City according to the 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 Directors unless otherwise authorized by a different statute (62.13).
3. Conduct annual written evaluations of all Department Directors to be reviewed by the Common Council and kept in the employees' personnel files.
4. In consultation with the appropriate Department Directors, appoint, promote, and, when necessary for the good of the City, suspend or terminate employees below the Department Director level, in accordance with Wisconsin State Statutes.
5. 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.
6. Evaluate in conjunction with Department Directors the performance of all employees on a regular basis.
7. Recommend salary and wage scales for City employees not covered by collective bargaining agreements.
8. Assure that City employees have proper working conditions.
9. Work closely with Department Directors to promptly resolve personnel problems or grievances .
10. Negotiate labor contracts and collective bargaining issues with the assistance of the City Attorney and/or the Personnel & Finance Committee.
11. Work closely with Department Directors to ensure that employees receive adequate opportunities for training to maintain and improve their job-related knowledge and skills and abilities and maintain licensing as necessary.
12. Maintain a plan of administration, including an organizational chart, which defines authority and responsibility for all non-statutory positions of the City.
13. Provide the Mayor and Common Council with recommendations and suggestions for improving the health, safety, and welfare of City employees.
14. Review retirement, life insurance, and health insurance programs.
15. Establish procedures to facilitate communications between citizens and the municipal government to ensure that complaints, grievances, recommendations, and other matters receive prompt attention by a responsible official; and to ensure that all such matters are expeditiously resolved.
16. Act a press officer of the City under direction of the mayor. As such the City Administrator shall be the principal spokesperson on all matters within the City Administrator's authority and responsibility; and shall ensure that the news media are kept fully informed about the operations of the City government.

FINANCE DIRECTOR / TREASURER DIVISION

1. Assist the Finance Director / Treasurer in the development of the City's Annual Budget by communicating priorities from committees, commissions, and the Common Council.
2. Assist in scheduling Meter Change and Cross Connection Inspection appointments for residential customers.
3. Issue outside water meters to utility customers.

CLERK DIVISION

1. In coordination with the Mayor, the Common Council, and the City Clerk / Deputy Treasurer, ensure that appropriate agendas are prepared for all meetings of the Common Council and all other appropriate Committees and Commissions of the City, together with such supporting material that 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 Common Council or any of its Committees or Commissions.

2. Provide detailed support and assistance with 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. Carry out directives of the Mayor and Common Council, which require administrative implementation, reporting promptly any difficulties encountered in the administration of the City's government.
2. Direct and coordinate the activities of all Departments and functions, except where such authority is vested by Wisconsin Statute or Municipal Code in Boards, Commissions, or other City Offices.
3. Inform the Mayor and Common Council as the need arises of the status of activities, programs, problems, and Department functions.
4. Responsible for the administration of day-to-day operations of the City government including reviewing of all Ordinances, Resolutions, Council meeting minutes, and State Statutes.
5. Promote efficiencies and motivation of subordinates.
6. Conduct staff meetings and encourage employees toward professional development.
7. Establish, when necessary, administrative procedure to increase the effectiveness and efficiency of City government according to current practices in local government.
8. Attend all Council meetings unless excused and Committee, Board, or Commission meetings when necessary and provide information on appropriate agenda items.
9. Keep informed concerning current Federal, State, and County legislation and administrative rules affecting the City and current developments in the field of municipal administration and submit appropriate reports and recommendations to the Common Council.
10. Represent the City in matters involving legislative and intergovernmental affairs as authorized and directed by the Mayor and/or Common Council.
11. Assist citizens, outside agencies, developers, utility companies, and staff in resolving problems or bringing matters to the attention of the Mayor or Council for resolution.
12. Keep the Mayor and Common Council regularly informed about the activities of the Administrator's office by oral or written report at regular or special meetings of the Common Council.
13. Assist in the preparation of Ordinances and Resolutions as requested.
14. Reviews and ensured proper administration of all City Contracts.
15. In the event that action normally requiring Common Council approval is necessary at a time when the Council cannot meet, the Administrator shall receive directives from the Mayor.
16. 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.
17. Receipt animal licenses, utility bills, and any other Accounts Receivable for the City.
18. Maintain office files as required for easy retrieval of a variety of records.
19. Serve as back up to the Assistant to the City Administrator for monitoring and maintaining the FOB System for City Hall and Police Department.

EDUCATION, EXPERIENCE, AND QUALIFICATIONS:

1. Graduation from an accredited college or university with a bachelor's degree in Public Administration, Political Science, or relevant field of study. A master's degree is preferred.
2. Minimum of five years of experience in municipal government, at least two of which were in a supervisory capacity.

3. Knowledge and experience regarding municipal government operations including:
 - o Budgeting and financial management.
 - o Municipal planning activities, including master planning, TID programs, capital planning, etc.
 - o Operation of municipal utilities including water, sewer, and stormwater.
 - o Engineering activities including system mapping and documentation.
4. Skill in written and oral communications.
5. 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.
6. Ability to manage and handle cash and check payments in an accurate manner, and ability to use cash register.
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.

SPECIAL REQUIREMENTS:

1. Must have a valid Wisconsin Driver's License, or ability to obtain one.
2. Must have such licenses, certificates, and professional memberships as may be required by the City.

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.