

**CITY OF RICHLAND CENTER**  
**City Administrator Job Description**

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<b>Class/Title:</b>	City Administrator	
<b>Grade:</b>	Contract	<b>Created</b> January 2005
<b>Department:</b>	Administration	<b>Updated</b> August 2021
<b>Reports To:</b>	Mayor and Common Council	

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**GENERAL PURPOSE:** The City Administrator is the chief administrative officer of the City. This position is responsible for the administration of the ordinances, services and policies set forth by the Common Council and for the administration of all day-to-day business affairs of the City.

**ELSA Status:** **Exempt**

**SUPERVISION:**

**Received:** Richland Center operates under a Mayor/Council form of government. Corporate authority to operate the City is vested in the Common Council and the Mayor. The Administrator is responsible for and works under the direction, control, and command of the Council and takes direction from the Mayor.

**Exercised:** Cooperate with and assist the Police Commission, Joint Fire District, Library Board, and Redevelopment Authority, Tourism Commission, and all other Boards, Committees and Commissions in areas where they are vested with authority by Wisconsin Statutes or the City's Code of Ordinances. Work closely with and through these bodies in the administration of their departments. The Administrator will cooperate with and assist other City officers vested with authority by Statutes and the City's Code of Ordinances to administer and manage within their departments. The Administrator has the powers that are granted pursuant to City Ordinances, resolutions, and directives of the Council.

**ESSENTIAL PURPOSE, POWERS, DUTIES AND RESPONSIBILITIES:** *(The duties listed below are intended 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 a logical assignment to the position.)*

1. **Perform These General Duties:**

- a. Be responsible for the administration of all day-to-day operations of the City including the monitoring of all City ordinances, and State Statutes.
- b. Work cooperatively with City Boards, Commissions, and Committees and attend their meetings if requested by the Chairperson, Mayor, or a Council member and all Department Heads.
- c. Keep informed about federal, state, and county legislation and administrative rules affecting the City. Submit reports and recommendations to Council.
- d. Keep Council and Mayor informed of county, state, and federal law changes impacting the City and that concern federal, state, and county funds available for local programs. Assist Department Heads and Council in obtaining grant funds for the annual budgeted projects. Write Grant applications approved by the Common Council.
- e. Represent the City in matters involving legislative and intergovernmental affairs if directed by the Council.
- f. Serve as ex-officio non-voting member of all boards, commissions, and committees of the City,

except as specified by the Council or Wisconsin State Statutes.

- g. Act as the City's public information officer with the responsibility of assuring that media are kept informed about the operations of the City and that all open meeting rules and regulations are followed.
  - h. Establish and maintain procedures to facilitate communications between citizens and City government to resolve complaints, grievances, and other matters.
  - i. Provide leadership in the development of short/long range plans; responsible for the planning and program analysis of studies, reports, and recommendations.
  - j. Develop procedures, methods, and techniques that meet the City's present and future needs and improve efficiency, effectiveness, and quality of City services and programs.
  - k. Implement the administration of day-to-day business affairs of the City under the direction of the Mayor and act as liaison between the Council and Department Heads.
  - l. Serve as the ADA Coordinator.
2. **Perform These General Responsibilities For The Common Council:**
- a. Attend Council meetings and assist Mayor and Council in the performance of their duties.
  - b. In coordination with the Mayor and the Council, ensure that appropriate agendas are prepared for 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 or commissions.
  - c. Recommend or assist Attorney in preparing ordinances as needed.
  - d. Keep Mayor and Council informed of Administrator's activities by issuing oral or written reports.
  - e. Assist or Recommend appointment, promotion, discipline, and suspension of Department Heads.
3. **Carry Out These General Personnel Related Duties:**
- a. Serve as City's personnel officer and delegate personnel tasks as appropriate.
  - b. Be responsible for the administrative direction and coordination of all employees of the City according to the established organization procedures of the City and the Wisconsin State Statutes.
  - c. Recommend to Personnel committee the appointment, promotion, and when necessary for the good of the city, the suspension or termination of department heads, and other employees of the City except those officials selected by boards and commissions defined in the Wisconsin State Statutes.
  - d. Ensure complete and current personnel records, including specific job descriptions for all City employees.
  - e. Coordinate and administer City's compensation plan, develop classification and salary schedules, job evaluations, and performance evaluation procedures. Make recommendations to the Finance and Personnel Committee and Council.
  - f. Develop and coordinate implementation of high standards of performance for employees.

- g. Work with contracted Safety Director to ensure that City employees have proper working conditions and remain up-to-date on best practices for employee safety.
- h. Ensure compliance with local, state, and federal laws applicable to employment practices.
- i. Conduct labor negotiations and collective bargaining discussions and bring agreements to the Council for ratification; monitor and ensure compliance with the City's collective bargaining agreements.
- j. Carry out directives of the Mayor and Council, except where authority is vested by statute or code in a Board, Commission, or other City office.
- k. Organize and conduct status meetings with the Mayor and Department Heads to coordinate programs to keep everyone current on City programs and practices.
- l. Evaluate, at least annually, the job performance of Department Heads, and assist or recommend to Council, Boards, and Commissions in appointment, promotion, and suspension/termination of a Department Head.
- m. Ensure City policies (Employee Handbook, Employee Safety Manual, etc.) are up-to-date and are communicated to City employees. Seek advice and recommendation on personnel policy related matters before implementing material changes.
- n. Assist Mayor and Council, Police Commission, Library Board, Park Board and Department Heads with regard to specific personnel matters and problem resolution:
  - i. Provide administrative direction, supervision, and coordination for Department Heads and employees.
  - ii. With Department Head cooperation, appoint, promote, and suspend/terminate employees below Department Head level.
  - iii. Work to resolve personnel problems or grievances.
  - iv. Work with and assist Department Heads to ensure that employees receive opportunities for job-related knowledge and skill improvements through training and approve budgeted Department Head and employee requests to attend conferences, meetings, training schools, etc.
  - v. Assist Department Heads to recruit, train, and evaluate subordinate employees with at least annual performance evaluations.
  - vi. Assist Department Heads in planning annual project in relation to comprehensive plan.

**4. Carry Out These Budgeting And Purchasing Responsibilities:**

- a. In conjunction with and under the direction of the Mayor, Council, and Finance Committee coordinate, assist, and be responsible for the preparation, review, and approval of the annual City Budget.
- b. In coordination with the Clerk/Treasurer:
  - i. Assist Department Heads in preparation of the annual budget and present to Finance & Council.
  - ii. Administer and monitor the Council adopted budget.
  - iii. Perform the duties and responsibilities of Comptroller as set forth in Wisconsin Statutes.

- iv. Report current financial condition and City's future needs to Mayor and Council; research availability of alternate funding for local projects; advise the Mayor and Council of how to procure funds; analyze and prepare reports on the fiscal impact of proposals.
- v. Monitor revenues and expenditures and maintain debt schedules.
- vi. Coordinate financial advisors, bond counsel, and rating agencies on debt issues.
- vii. Serve as City's purchasing agent. Supervise purchasing and contracting for supplies and services, provided it's a budgeted expense and provided Council's procedures and limitations provided by Statutes are followed. Monitor department purchases and approve purchasing for Department Heads over and above their allotted spending limit as identified in the City's Purchasing Policy.
- viii. Coordinate, assist, and approve requests for proposals; assist Department Heads in the preparation of specifications and scheduling of authorized purchases to coincide with budgetary authorization and cash flow considerations; analyze bids with Department Heads and assist in the compilation of bid recommendations for Council approval.
- c. Carry out Council actions and directives in conjunction with budgeting and purchasing which require administrative implementation or where directed by the Mayor or Council.
- d. Responsible for budget and purchasing matters assigned or delegated by the Mayor or Council.
- e. Execute contracts on the City's behalf when authorized by Council directive, policy or resolution.

**5. Peripheral Duties:**

- a. Perform other duties assigned by the Council, Mayor, or City Committees, Commissions, or Boards.
- b. Implement ordinances, resolutions, and directives of the Mayor, Council, and its Committees. Report difficulties encountered and progress/completion to the Mayor and Council.
- c. Represent the City on ad hoc bodies or at meetings or projects directly affecting the City.
- d. Ensure any and all delegated tasks are performed to the highest caliber.

**DESIRED EDUCATION, EXPERIENCE AND QUALIFICATIONS:**

1. A degree from an accredited four-year college or university, in the field of public administration, political science or urban planning is preferred, however, a minimum of 6 years of municipal management experience is preferred. A Master's Degree in the field of public administration, political science or urban planning is a plus.
2. Experience in municipal planning and design.
3. Knowledge of personal computers, computer networks and standard office equipment.
4. Accounting and budgeting experience.
5. Experience working with citizens, contractors, engineers, design firms, government officials, etc., including with a diverse (economically, socially and culturally) population and have a proven ability to foster positive and productive working relationships with others.
6. Comfortable delegating work, accepting responsibility and working independently.

7. Extensive public speaking and presentation experience.
8. Experience with Emergency Management and ICS 100, 200, 300, 400 and 700 certificates.
9. Live within 15 miles of the City limits within one year of appointment, unless this requirement is specifically waived by the council.
10. Ability to multitask and modify priorities.

**NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES:**

1. ***Working Knowledge Of:*** Fund accounting; computers and electronic data processing, including Microsoft Office Suite; Legal descriptions and documents.
2. ***Knowledge Of:*** State Statutes, particularly Chapter 62 of the Wisconsin State Statutes relating to cities; State Open Meetings and Records Act; Generally accepted accounting principles; Budget administration, and State and Federal Rule 114 relating to airport management.
3. ***Must Have:*** Excellent command of the English language, and reading, spelling, arithmetic, vocabulary, and modern business practices and procedures skills; ability to effectively meet and assist with the public; able to communicate effectively verbally and in writing, follow oral and written instructions, and meet deadlines; attendance at night meetings when assigned; comfort working under pressure and with frequent interruptions, and able to handle stressful situations.

**TOOLS AND EQUIPMENT USED:** Telephone, personal computer (using Microsoft Office Suite), copy machine, fax machine, laser printer, and 10-key calculator. Proficiency with other Microsoft Office Suite applications such as Word, Excel (spreadsheet), PowerPoint and Outlook. Familiarity with technologically innovative equipment and programs can be beneficial because this position needs to be available to address City emergencies including when out of town or after hours.

**PHYSICAL DEMANDS:** *(The physical demands described 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 required to sit, talk, and hear. The employee is further required to walk; use hands to finger; handle or operate objects, tools, or controls; reach with hands and arms; and bend and stoop. Therefore, required essential physical abilities would include:

1. Clarity of speech and hearing which permits the employee to communicate well with others and to make effective presentations to small and large gatherings.
2. Sufficient personal mobility as to permit the employee to visit other city, county, state, and private-sector offices and work locations.
3. Able to manage a demanding schedule of early morning and late night meetings.
4. Able to pass employment physicals including drug testing.

**WORK ENVIRONMENT:** *(The work environment characteristics described 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.)* Many meetings are off-site and require travel by automobile to locations outside the City in all manner of weather conditions.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**THE CITY OF RICHLAND CENTER IS AN EQUAL OPPORTUNITY EMPLOYER**