



CITY OF MERRILL

AD-HOC COMMITTEE

AGENDA • TUESDAY SEPTEMBER 20, 2022

Regular Meeting

City Hall Council Chambers

6:00 PM

To attend remotely call 224-990-0193 PIN 527 605 799 #

- I. Call to Order
- II. Minutes from previous meeting
 1. Approve minutes from the September 6th meeting
- III. Continued discussion of the position
 1. Answers received from Alderperson's
- IV. Consider and discuss job description of the position and any revisions received
 1. 2016 City Administrator job description - original document and revisions received
- V. Title of the position
- VI. Establish date and tme of next meeting
- VII. Public Comment
- VIII. Adjournment

**City of Merrill
Ad Hoc Committee – City Administrator
Tuesday, September 06, 2022
City Hall – Common Council Chambers
6:30 PM**

Members Present: Mayor Hass, Alderperson’s Michael Caylor and LaDonna Fermanich. Alderperson Mike Rick was excused.
Citizen members: Nancy Kwiesielewicz and Rebecca Rutkowski. Citizen member Chris Malm was absent.

City Attorney Hayden, City Clerk Anderson-Malm, Zoning Administrator/Building Inspector Pagel, City Administrator Johnson, Police Chief Bennett, Public Works Director/City Engineer Akey, Alderperson Blake and Merrill Productions personnel

I. Call to Order – Mayor Hass called the meeting to order at 6:30 PM

II. Approve minutes from August 16th meeting

Alderperson Caylor made a motion to approve the August 16th minutes. Alderperson Fermanich seconded and the motion carried.

III. Discussion of duties of the position

Answers to the questions given to department heads were included in the packet. Two additional letters were handed out at the meeting.

The department heads stated human resources and personnel were the top issues they depend on the current city administrator for.

IV. Title of the position

The committee decided a job description should be created before choosing a title of the position.

Discussion occurred between committee members and current city administrator Johnson. Consistency with communication between administration, the common council and the Mayor was brought up a number of times. There is language in the current employment contract that should be revised to make the meaning clearer and more concise.

Ad-Hoc Committee on the City Administrator Position – September 06, 2022

It was decided, the 2016 job description will be provided to committee members for review. The committee also asked for the current review form.

The questions sent to the department heads will be sent to the common council alderperson's.

V. Establish date and time of next meeting

The next meeting will be Tuesday, September 20 at 6:00 PM

VI. Public Comment

There was no public comment.

VII. Adjournment

A motion was made by Alderperson Fermanich to adjourn. Alderperson Caylor seconded and the meeting was adjourned at 7:28 PM.

Respectfully submitted,

Lori L. Anderson-Malm
City Clerk

Anderson-Malm, Lori

From: Hass, Steve
Sent: Monday, September 12, 2022 9:49 AM
To: Anderson-Malm, Lori
Subject: FW: Questions from the City Administrator Ad Hoc Committee

Ad-Hoc
 Steve Hass

From: Fermanich, LaDonna
Sent: Monday, September 12, 2022 9:02 AM
To: Hass, Steve
Subject: Fwd: Questions from the City Administrator Ad Hoc Committee

See below:

Sent from my iPad

Begin forwarded message:

From: "Anderson-Malm, Lori" <Lori.Anderson-Malm@ci.merrill.wi.us>
Date: September 7, 2022 at 11:05:02 AM CDT
To: "Blake, Rick" <Rick.Blake@ci.merrill.wi.us>, "Caylor, Michael" <Michael.Caylor@ci.merrill.wi.us>, "Fermanich, LaDonna" <LaDonna.Fermanich@ci.merrill.wi.us>, "Hass, Steve" <Steve.Hass@ci.merrill.wi.us>, "Lupton, Dick" <Dick.Lupton@ci.merrill.wi.us>, "Rick, Mike" <Mike.Rick@ci.merrill.wi.us>, "Russell, Paul" <Paul.Russell@ci.merrill.wi.us>, "Sabatke, Steve" <Steve.Sabatke@ci.merrill.wi.us>, "Weix, Mark" <Mark.Weix@ci.merrill.wi.us>
Subject: Questions from the City Administrator Ad Hoc Committee

The city administrator ad-hoc committee asked the Alderpersons to answer the following questions:

What are the top one or two items or issues you depend on the city administrator to provide?

Being kept informed of pertinent day to day operation matters, even if specific details cannot be disclosed. Guidance on overall governance and policy. Consistent diplomatic communications to promote an overall team approach to city administration between department heads and the city employees, the mayor and city council, and the business and general public stakeholders. Fact-based reporting with less editorializing would aid in an overall team approach.

Is there anything you would like to see the next city administrator assist you with that isn't currently available or being provided?

In addition to on-going development, a strong financial background to provide additional budgetary guidance and oversight with long term implications to the city's financial status is equally important.

Alderman Fermanich

Please send your responses to the Mayor by Thursday, September 15th.
 Please do not "reply to all" when sending your responses.

Anderson-Malm, Lori

From: Hass, Steve
Sent: Sunday, September 11, 2022 2:31 PM
To: Anderson-Malm, Lori
Subject: Fwd: Questions from the City Administrator Ad Hoc Committee

Ad-hoc

Steve J. Hass
 City of Merrill Mayor
 715-536-5595

Begin forwarded message:

From: "Russell, Paul" <Paul.Russell@ci.merrill.wi.us>
Date: September 11, 2022 at 9:38:36 AM CDT
To: "Hass, Steve" <Steve.Hass@ci.merrill.wi.us>
Subject: Fwd: Questions from the City Administrator Ad Hoc Committee

My answer is communication and coordination, another reason why I would call the position coordinator. If you envision a triangle with the city coordinator in the middle, and outside on each of the 3 points is the mayor/council, the public/citizens, and dept heads/city employees. To me, if the person does these 2 functions to those 3 entities we would have a more effective positive city environment.

Thanks Paul

Sent from my iPad

Begin forwarded message:

From: "Anderson-Malm, Lori" <Lori.Anderson-Malm@ci.merrill.wi.us>
Date: September 7, 2022 at 11:05:02 AM CDT
To: "Blake, Rick" <Rick.Blake@ci.merrill.wi.us>, "Caylor, Michael" <Michael.Caylor@ci.merrill.wi.us>, "Fermanich, LaDonna" <LaDonna.Fermanich@ci.merrill.wi.us>, "Hass, Steve" <Steve.Hass@ci.merrill.wi.us>, "Lupton, Dick" <Dick.Lupton@ci.merrill.wi.us>, "Rick, Mike" <Mike.Rick@ci.merrill.wi.us>, "Russell, Paul" <Paul.Russell@ci.merrill.wi.us>, "Sabatke, Steve" <Steve.Sabatke@ci.merrill.wi.us>, "Weix, Mark" <Mark.Weix@ci.merrill.wi.us>
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Is there anything you would like to see the next city administrator assist you with that isn't currently available or being provided?

Anderson-Malm, Lori

From: Hass, Steve
Sent: Wednesday, September 7, 2022 3:28 PM
To: Anderson-Malm, Lori
Subject: FW: Questions from the City Administrator Ad Hoc Committee

Ad-hoc
 Thank you
 Steve Hass

From: Sabatke, Steve
Sent: Wednesday, September 7, 2022 3:23 PM
To: Hass, Steve
Subject: Fwd: Questions from the City Administrator Ad Hoc Committee

In the past I have not been informed of opportunities, progress or changes in any issues concerning RDA. As a matter of fact I have not been informed about many issues that would be of interest to the representative or citizens of the 8th district.

Sent from my iPad

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Subject: Questions from the City Administrator Ad Hoc Committee

The city administrator ad-hoc committee asked the Alderpersons to answer the following questions:

What are the top one or two items or issues you depend on the city administrator to provide?

Is there anything you would like to see the next city administrator assist you with that isn't currently available or being provided?

Please send your responses to the Mayor by Thursday, September 15th.
 Please do not "reply to all" when sending your responses.

Thank you,

Lori L. Anderson-Malm
 City Clerk
 City of Merrill

Attachment: Alderperson responses (9201 : Answers received from Alderperson's)

CITY OF MERRILL
JOB DESCRIPTION

JOB TITLE: City Administrator **STATUS:** Exempt
REPORTS TO: Mayor **DATE:** 2/2/2015

POSITION SUMMARY:

This is a highly responsible position providing professional administrative management services to support the Mayor and Common Council of the City of Merrill. The City Administrator provides overall direction for the City organization in accordance with the policies established by the Common Council. This position serves as Human Resources Director; ensures that City operations are conducted in an economic, efficient and effective manner; and that elected official and citizen concerns are addressed. This position also develops recommendations to the Mayor and City Council for changes in programs, operations and policies to increase the effectiveness and efficiency of City Government. In addition, the City Administrator works with the Finance Director to prepare, review and monitor the annual operating budget for the City. The City Administrator provides direction, research, analysis, and guidance for economic development within the City, and directs efforts to help increase the tax base and employment opportunities.

Under the policy guidance and supervision of the Mayor and eight-member Common Council, the Administrator serves as the Chief Administrative Officer to direct and coordinate work of professional consultants; directly supervise the departments of Finance, Office of City Attorney, Water and Wastewater Utility, Enrichment Center, Information Technology, Maintenance, Building Inspection and Zoning, and Transit; supervise work of Police, Fire/EMS, Parks & Recreation, Airport, and Library departments; and coordinate operations with elected officials consisting of the City Clerk, Street Commissioner, and Municipal Court Judge.

The Administrator provides direction, research, analysis, and guidance in areas of finance, operations, human resources, economic development, redevelopment, land use, and other policy areas as requested by the Mayor or Common Council.

The Administrator facilitates effective relations between elected and appointed officials, citizens, employees, and professional service providers. This position possesses considerable discretion and latitude in fulfilling its duties and responsibilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Mayor and Common Council

- a. Under the policy guidance and supervision of the Mayor and eight-member Common Council, the Administrator serves as the Chief Administrative Officer to direct and coordinate work of professional consultants; directly supervises the departments of Finance, Office of City Attorney, Water and Wastewater Utility, Enrichment Center, Technology, Maintenance, Zoning & Building Inspection, and Transit; supervises work of Police, Fire/EMS, Parks & Recreation, and coordinates operations with elected officials consisting of the City Clerk, Street Commissioner, and Municipal Court Judge.

Attachment: 2016 City Administrator Job Desc (9202 : 2016 City Administrator job description and revisions received)

- b. Attends all meetings of the Common Council and Committee of the Whole, and provides support for their work as requested including preparing reports, analyses, options, and recommendations on policies and operational matters both directly and in coordination with other city personnel.
 - c. Coordinates the implementation of all actions taken by the Common Council.
 - d. Initiates short and long-range financial, strategic, and work implementation plans for Mayor and Common Council consideration; implements plans to meet goals as directed; recommends changes, if needed.
 - e. Keeps abreast of changes in state and federal funding and laws having an impact on the City and brings concerns to the attention of the Common Council.
2. **Other Boards, Committees and Commissions**
- a. Attends meetings of the Personnel & Finance Committee, Redevelopment Authority, Board of Public Works, Sewer & Water Committee, Health & Safety Committee, Park & Recreation Commission, and Police & Fire Commission.
 - b. Attends other City committees, boards and commissions as necessary to meet the needs of the City.
 - c. Attends meetings of other governmental agencies and civic groups on behalf of the City as deemed necessary or as directed by the Mayor and Council.
3. **Human Resources**
- a. Functions as City Personnel Director, which shall include the development, implementation, interpretation and enforcement of the City personnel rules and regulations as approved by the Council. This includes recommending revisions to the Personnel Policy Manual when necessary, preparing and updating job descriptions, recommending salary and wage scales for all City employees not covered by collective bargaining agreements, direct and oversee the process whereby personnel problems and/or grievances are promptly resolved.
 - b. Serve as the lead negotiator for labor contracts.
4. **Economic Development**
- a. Promotes the economic well-being and growth of the City through public and private sector cooperation.
 - b. Provides leadership for the City's economic development team related to use of economic development loans, Tax Incremental Financing (TIF), development agreements, grant writing, and other economic development tools.
 - c. Coordinates business/industrial development and job retention activities.
 - d. Develops and maintains positive working relationships with State of Wisconsin, Lincoln County, and regional economic development agencies/organizations, as well as the Merrill Area Chamber of Commerce.
 - e. Provides oversight for Community Development housing and economic development loan programs.

5. **Finance**

- a. Directs the development of the Annual Budget with the Finance Director and Department Heads.
 - 1) Reviews budget requests submitted by each department and makes recommendations to the Mayor and/or Common Council.
 - 2) Organizes annual budget process and directs production of operating, capital improvements, enterprise, and other budgets for Common Council review and approval working with the Finance Director.
 - 3) Analyzes and prepares reports on the fiscal impact of proposals and alternative funding sources as directed by the Mayor and/or Common Council.
- b. Manages the implementation of the approved Annual Budget and all of its funds.
 - 1) With Finance Director, monitors the expenditures of public funds per approved policies and procedures.
- c. Seeks out alternative funding sources including appropriate grants, public-private partnerships, and fee systems to broaden and supplement city tax revenues.

6. **City Personnel**

- a. Provides leadership to promote productivity and good employee relationships within and among all departments.
- b. Evaluates and recommends the appointment, promotion, and termination of Departments Heads to the Personnel and Finance Committee and/or other appropriate committees, commissions, and boards.
- d. Promotes service quality, efficiency, and organizational improvement in all departments, agencies, and offices of the City.
 - 1) With the Mayor, Common Council, and appropriate committees, commissions, and boards, develops performance goals for departments and, annually evaluates the performance of all department heads appointed by the Common Council.
 - 2) Encourages professional development and training to improve job-related knowledge and skills.
 - 3) Advises department heads in the recruitment, training, management, and evaluation of employees.
 - 4) Reviews grievances and provides recommendations to the Personnel and Finance Committee.
- e. Serves as City lead person in negotiations with collective bargaining units under the direction of the Personnel and Finance Committee and bring tentative agreements to the Common Council for ratification.

7. Legal Matters

- a. Consults with the City Attorney regarding legal matters as necessary before recommending action to Boards, Commissions, Committees or the Common Council.
- b. The Administrator assures that all laws and ordinances are faithfully executed.

8. Citizen and Media Relation

- a. Monitors service request/complaint responses by appropriate department to ensure quality service delivery.
- b. Acts as public information officer for the City, with the responsibility of assuring that the news media and community are kept informed about the operations of the City and that all open meeting rules and regulations are followed.

9. Other Duties as may be assigned by Mayor and Common Council

- a. Other duties and related work as may be necessary and assigned to fulfill the responsibilities of this position and the needs of the City.

MINIMUM QUALIFICATIONS

Education and Experience

1. Graduation from an accredited four-year college or university with a degree in public administration, business, political science, urban affairs or a closely related field, and a Master's Degree in public administration or business administration.
2. Five years of progressive experience as a municipal/county administrator/manager, or department head in a larger organization.
3. Demonstrated leadership skills.
4. Experience in development of collaborative teams in a public environment.
5. Experience in economic development, redevelopment, and land use to promote a vision for the City.

Necessary Knowledge, Skills and Abilities:

1. Comprehensive knowledge, experience, and skill in planning and administering municipal budgets as well as planning, directing and administering municipal programs.
2. Ability to manage all aspects of a multi-department municipal organization.
3. Working knowledge of personnel and human resources, risk management, public works, utilities, public safety, economic development, redevelopment, public finance, parks & recreation, and zoning.
4. Ability to establish and maintain effective working relationships with employees, city officials and the public; efficiently and effectively administer municipal government with a variety of departmental structures; ability to provide leadership skills; and carry out assigned projects.

- 5. Ability to maintain composure and professionalism while dealing with multiple tasks with a high level of responsibility within the public domain.
- 6. Ability to analyze complex issues, to prepare concise written reports, and to develop and consider the implications of alternative courses of action.
- 7. Ability and willingness to make and support potentially unpopular decisions.
- 8. Ability to effectively communicate orally in large and small group settings.
- 9. Proficiency with commonly used office applications; e.g. Microsoft Office programs.

WORKING CONDITIONS

Job Conditions/Work Location: Work is performed in an office environment with field visits to construction and work sites on a regular basis. Work hours are normally during regular business hours 8:00 a.m. - 4:30 p.m., 40+ hours per week. Regular attendance at scheduled late afternoon and evening meetings is required.

Physical Requirements: Requires sitting, standing, walking, talking, bending, and ability to lift 50 lbs. (file boxes). Requires excellent vision and use of keyboard and telephone.

Equipment Operated: General office equipment including computer, calculator, copy machine, fax machine, and telephone.

Salary Grade: Starting at grade 14 on the pay scale depending on experience, plus benefits. Upon satisfactory completion of six months probationary period salary increases as per the established pay scale.

CONSEQUENCE OF ERROR

Error on the part of the employee may create a serious economic and/or credibility loss for the City. The employee has a great degree of latitude in their work and the employee’s work is only occasionally reviewed by others prior to use. The City Administrator exercises a high degree of independent judgment in administering the activities of the City. The work requires a great deal of accuracy and responsibility.

Acknowledgment:

This job description describes the general nature and level of work performed by the employee assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested by the supervisor. All requirements are subject to change over time, and to possible modification to reasonably accommodate individuals with a disability.

Supervisor's Signature

Date

Pg 1 Job Title: "City Administrator"

Other options - City Director
- Director of Administration

* Important to change throughout document if changed at all

2 Pg 1: Should "departments" be changed to "Commission"

- Street Commissioner - still elected?
- Marketing/Communications Specialist - does that need to be added in?

Pg 2 #1 - insert

"The Administrator promotes positive diplomatic, consistent communications to facilitate... (teamwork, transparency, integrity)"

Pg 2 Mayor & Common Council Insert (between b & c)

"Keeps Mayor and Council Members apprised of any pertinent operational changes or issues that may arise between regularly scheduled meetings."

Pg 3. Human Resources

Pa - needs to attribute these also:

- updating personnel manual
- reviewing & remedy of any discrepancy between policy, manual, standing practice, etc. on regular basis
- (?) • annual review w/ Dept. heads of any revisions

Pg 3 Economic Development

Insert language to coordinate/review TID/TIF objectives & priorities with Common Council & BDA on an annual or semi/annual basis. (Budgets)

Insert language between a & b or part of a - to help promote & explain TID/TIF process to general public as needed

Pg 4 #5 Finance

(This is important in my opinion - more than 1 person needs to have understanding of what's going on here)

Establish
Insert a. 4) Analyze & Review high level Budget Overview for general public consumption & understanding

Pg 4/5 #6 City Personnel

- Consider something that
 - Promotes team approach
 - Seeks to unify rather than divide or favor or use as leverage

#7 Legal Matters

- Keeps Mayor/Council Apprised of any potential/pending legal matters to ~~least~~ most minimal extent possible.

Pg 5 #8 Citizen/Media

- How much still relevant w/ Marketing & Communications Director?
- Should Allow for Mayor to also be seen as the "Face" of the city
- Should keep Council informed to open house/ribbon cutting where applicable

Pg 6 Education & Experience

- 1). Master's and/or equivalent experience
- #5). Development? Maybe Understanding of TID/TIF important
- #6) Add Budgeting & Financing

Pg 7 #5-9 Add language about professional & courteous communication with general public (not condescending)

Work Conditions 3

• Should "40+" hours be modified upward to present realistic expectations?

Maybe no specific pay grade referenced?

Consequence of Error

Modify language - great deal of latitude but subject to consistent & favorable interaction with all relevant stake holders (or something like that)

CITY OF MERRILL
JOB DESCRIPTION

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REPORTS TO: Mayor *& Common Council* **DATE:** ~~2/2/2015~~

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Under the policy guidance and supervision of the Mayor and eight-member Common Council, the **Administrator** serves as the Chief Administrative Officer to direct and coordinate work of professional consultants; directly supervise the departments of Finance, Office of City Attorney, Water and Wastewater Utility, Enrichment Center, Information Technology, Maintenance, Building Inspection and Zoning, and Transit; supervise work of Police, Fire/EMS, Parks & Recreation, Airport, and Library **departments**; and coordinate operations with elected officials consisting of the City Clerk, **Street Commissioner**, and Municipal Court Judge.

The **Administrator** provides direction, research, analysis, and guidance in areas of finance, operations, human resources, economic development, redevelopment, land use, and other policy areas as requested by the Mayor or Common Council.

see insert note Pg 2 #1

The Administrator facilitates effective relations between elected and appointed officials, citizens, employees, and professional service providers. This position possesses considerable discretion and latitude in fulfilling its duties and responsibilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Mayor and Common Council

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- b. Attends all meetings of the Common Council and Committee of the Whole, and provides support for their work as requested including preparing reports, analyses, options, and recommendations on policies and operational matters both directly and in coordination with other city personnel.
- c. Coordinates the implementation of all actions taken by the Common Council.
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2. Other Boards, Committees and Commissions

OK

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- b. Serve as the lead negotiator for labor contracts.

4. Economic Development

- a. Promotes the economic well-being and growth of the City through public and private sector cooperation.
- b. Provides leadership for the City's economic development team related to use of economic development loans, Tax Incremental Financing (TIF), development agreements, grant writing, and other economic development tools.
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 - 3) Analyzes and prepares reports on the fiscal impact of proposals and alternative funding sources as directed by the Mayor and/or Common Council.
 - 4) - see notes for insert
- b. Manages the implementation of the approved Annual Budget and all of its funds.
 - 1) With Finance Director, monitors the expenditures of public funds per approved policies and procedures.
- c. Seeks out alternative funding sources including appropriate grants, public-private partnerships, and fee systems to broaden and supplement city tax revenues.

6. City Personnel

- a. ~~Provides leadership~~ *Leads by example* to promote productivity and good employee relationships within and among all departments.
- b. Evaluates and recommends the appointment, promotion, and termination of Departments Heads to the Personnel and Finance Committee and/or other appropriate committees, commissions, and boards. *(currently not consistent w/ Personnel Manual)*
- d. Promotes service quality, efficiency, and organizational improvement in all departments, agencies, and offices of the City.

- 1) With the Mayor, Common Council, and appropriate committees, commissions, and boards, develops performance goals for departments and, annually evaluates the performance of all department heads appointed by the Common Council.
 - 2) Encourages professional development and training to improve job-related knowledge and skills.
 - 3) Advises department heads in the recruitment, training, management, and evaluation of employees.
 - 4) Reviews grievances and provides recommendations to the Personnel and Finance Committee.
- e. Serves as City lead person in negotiations with collective bargaining units under the direction of the Personnel and Finance Committee and bring tentative agreements to the Common Council for ratification.

(is this still accurate?)

7. Legal Matters

- a. Consults with the City Attorney regarding legal matters as necessary before recommending action to Boards, Commissions, Committees or the Common Council.
- b. The Administrator assures that all laws and ordinances are faithfully executed.

c. see notes

8. Citizen and Media Relation

- a. Monitors service request/complaint responses by appropriate department to ensure quality service delivery.
- b. Acts as public information officer for the City, with the responsibility of assuring that the news media and community are kept informed about the operations of the City and that all open meeting rules and regulations are followed.

9. Other Duties as may be assigned by Mayor and Common Council

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- a. Other duties and related work as may be necessary and assigned to fulfill the responsibilities of this position and the needs of the City.

MINIMUM QUALIFICATIONS

Education and Experience

1. Graduation from an accredited four-year college or university with a degree in public administration, business, political science, urban affairs or a closely related field, and a Master's Degree in public administration or business administration.
2. Five years of progressive experience as a municipal/county administrator/manager, or department head in a larger organization.
3. Demonstrated leadership skills.
4. Experience in development of collaborative teams in a public environment.
5. Experience in economic development, redevelopment, and land use to promote a vision for the City.

6. Comprehensive understanding of Gov. Financial Reporting & Budgeting

Necessary Knowledge, Skills and Abilities:

1. Comprehensive knowledge, experience, and skill in planning and administering municipal budgets as well as planning, directing and administering municipal programs.
2. Ability to manage all aspects of a multi-department municipal organization.
3. Working knowledge of personnel and human resources, risk management, public works, utilities, public safety, economic development, redevelopment, public finance, parks & recreation, and zoning.
4. Ability to establish and maintain effective working relationships with employees, city officials and the public; efficiently and effectively administer municipal government with

include language about positive, consistent communication to promote team work and unity

a variety of departmental structures; ability to provide leadership skills; and carry out assigned projects.

5. Ability to maintain composure and professionalism while dealing with multiple tasks with a high level of responsibility within the public domain.
6. Ability to analyze complex issues, to prepare concise written reports, and to develop and consider the implications of alternative courses of action.
7. Ability and willingness to make and support potentially unpopular decisions.
8. Ability to effectively communicate orally in large and small group settings.
9. Proficiency with commonly used office applications; e.g. Microsoft Office programs.

* See note on general public interactions & messaging

WORKING CONDITIONS

Job Conditions/Work Location: Work is performed in an office environment with field visits to construction and work sites on a regular basis. Work hours are normally during regular business hours 8:00 a.m. - 4:30 p.m., 40+ hours per week. Regular attendance at scheduled late afternoon and evening meetings is required.

Physical Requirements: Requires sitting, standing, walking, talking, bending, and ability to lift 50 lbs. (file boxes). Requires excellent vision and use of keyboard and telephone.

Equipment Operated: General office equipment including computer, calculator, copy machine, fax machine, and telephone.

Salary Grade: Starting at grade 14 on the pay scale depending on experience, plus benefits. Upon satisfactory completion of six months probationary period salary increases as per the established pay scale.

CONSEQUENCE OF ERROR

Error on the part of the employee may create a serious economic and/or credibility loss for the City. The employee has a great degree of latitude in their work and the employee's work is ~~only~~ occasionally reviewed by others prior to use. The City Administrator exercises a high degree of ~~subject to consistent favorable interactions~~ with stake holders.
 City Administrator

independent judgment in administering the activities of the City. The work requires a great deal of accuracy and responsibility.

Acknowledgment:

This job description describes the general nature and level of work performed by the employee assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested by the supervisor. All requirements are subject to change over time, and to possible modification to reasonably accommodate individuals with a disability.

Supervisor's Signature

Date

Attachment: LaDonna's revisions to job description (9202 : 2016 City Administrator job description and revisions received)