

## Job Description

<b>Job Title:</b>	<b>City Administrator</b>	<b>Department:</b>	Administrative
<b>Date Issue:</b>	January 12, 2015 (Revision: B)	<b>Reports To:</b>	<b>Common Council President</b> (Current reporting structure as of 12/2015)
<b>Classification:</b>	Exempt	<b>Wage:</b>	Salary Grade 16
		<b>Revised:</b>	<b>January 19, 2015 (amended)</b> <b>Title change 12/15/15</b>

## Position Summary

This is a professional and management position responsible for the administration of day-to-day operations of the city government in accordance with state laws, city ordinances and policies determined by the City Council. This position implements the directives of the Common Council with input from the Mayor and recommends policies and procedures.

## Essential Duties & Responsibilities

1. Develop and present a detailed budget with optional scenarios to balance any deficits, if necessary, for consideration by Common Council with input from the Mayor. Develop and implement annual budget under the direction of the Common Council with input from the Mayor.
2. Develop and present an annual strategic plan, which is updated annually, which includes a three (3) year rolling budget plan and a five (5) year capital improvement plan.
3. Establish and maintain procedures to facilitate communications between citizens and city government to assure that complaints, grievances, and other matters receive prompt attention by the responsible official and to assure that all such matters are expeditiously resolved.
4. Effectuate actions of the Common Council and implement administrative matters under the direction of the Common Council with input from the Mayor.
5. Consult with the Mayor and Common Council President on emergent matters requiring policy decisions.
6. Conduct research, prepare reports and make recommendations to the Mayor and Common Council on matters included within the scope of office.
7. Serve as ex-officio nonvoting member of the Standing Committees of the City, except as specified by the Common Council or Wisconsin State Statutes.
8. Attend meetings of the Common Council, assisting the Mayor and Council as required in the performance of their duties. Provide information about the administrator's office through oral or written reports at regular and special meetings of the council.
9. Act as public information officer for the City.

### **Supervisory Responsibilities:**

Carries out supervisory responsibilities in accordance with the City's policies and applicable laws. Responsibilities include hiring of employees, planning and directing work with input from the Mayor, appraising performance, and salary administration for all non-elected Department Heads (including Fire and Police), addressing complaints and resolving problems. All non-elected Department Heads report to the Chief Administrative Officer.

Hiring/Promotion Clarification of Process: Recommends to the Mayor and Common Council, the appointment, promotion and termination of all employees that fall under the specified Table of Organization in accordance with the guidelines set forth by the City Human Resources Department.

Evaluations: Evaluates all non-elected Department Heads. These evaluations are to be in accordance with the guidelines set forth by the City Human Resources Department.

### **Performance Evaluation:**

The CAO's performance will be evaluated on an annual basis by the Council President and Vice President with input from the Mayor.

### **Qualification Requirements:**

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

### **Education and/or Experience**

Bachelor's Degree from an accredited college or university required with an advanced degree such as an MBA or MPA required. Position requires at least ten years of progressively responsible work experience in a municipal or private sector settings with a minimum of five years functioning in a senior leadership position.

### **Knowledge, Skills & Abilities Required**

Experience in human resources management, budgeting and financial administration

- Knowledge in establishing and using performance measurement
- Thorough knowledge of principles and practices of public administration including comprehensive knowledge of Federal and State laws and regulations affecting municipal government.
- Knowledge of and significant experience in long-range planning of programs and services, management team development and employee relations
- Considerable ability to conduct sound research and to develop effective recommendations for policies and implementation procedures.
- Considerable experience in team building, planning organizing and directing the work of others.

The City of Sheboygan, Wisconsin is an Equal Opportunity Employer

In compliance with the Americans with Disabilities Act, the City of Sheboygan will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.