

City of Prescott, Wisconsin Position Description

Start/End Dates:

(If a regular, full-time position, the position does not have an end-date.)

Position Title: City Administer

Position Type: Full-Time, Regular, Salaried Position

Purpose: The purpose of this position is to provide leadership, management and vision for the City of Prescott's municipal operations. The core responsibility of this position is to work with the elected officials of the Prescott Common Council and the Mayor to establish and maintain high standards of public service for the citizens of Prescott and to implement Council decisions.

Municipal Code Requirements:

- A. Appointment, term of office and removal. The Administrator shall be appointed on the basis of merit with due regard to training, experience, administrative ability and general fitness for the office, by majority vote of the Council. After a probationary period, set by the Common Council, the Administrator shall hold the office for an indefinite term subject to removal for cause by an affirmative vote of 2/3 of all members of the Council. This section, however, shall not preclude the Council from establishing other employment terms and conditions not inconsistent with the provisions of this chapter or the Code of the City of Prescott.
- B. Residency in the community is strongly encouraged.
- C. Function and duties of the Administrator. The Administrator, subject to limitations as defined in resolutions and ordinance of the City of Prescott and Wisconsin Statutes, shall be the chief administrative officer of the City, responsible only to the Mayor and Council for proper administration of business affairs of the City, pursuant to the statutes of the State of Wisconsin, the ordinances of the City of Prescott, and the resolutions and directives of the Council, with power and duties as follows.

(Chapter 135-3 in the Municipal Code of the City of Prescott for the statutory description of this position and Amended 1-9-2012 by Ord. No. 01-12)

Salary: _____ (Salaried position)

Supervisor: Mayor and/or the Common Council President, and/or the
Common Council Personnel Chair

Regular Hours of Work: As a salaried employee the work schedule is set
by the Administrator and available each month to the Mayor and Department
Heads by the last work week of the previous month

Benefits:

(List benefits that accompany this position.)

Termination: Either party may terminate this agreement for any or no
reason, with or without cause.

Employee _____ **Date:** _____

Supervisor _____ **Date:** _____

The Purpose of the Position of City Administrator

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I. Administration

This position provides leadership, management and vision for the City of Prescott's municipal operations.

1. Carry out the directives of the Mayor and Council that require administrative implementation, reporting promptly to the mayor and council any difficulties encountered therein.
2. Be responsible for the administration and all day-to-day operations of the City government, including the monitoring of all City ordinances, resolutions, Council meeting minutes, and state statutes.
3. Prepare a plan of administration, including an organization, which defines authority and responsibility for all non-statutory positions of the city and submit to the Common Council for adoption as the official organization and administrative procedure plan for the city.
4. Establish administrative procedures to increase the effectiveness and efficiency of the City government according to best practices of local governance.
5. Serve as ex-officio nonvoting member of all boards, commissions and committees of the City, except as specified by the council or WI Statutes.
6. Keep informed of current Federal, State and county legislation and administrative rules affecting the City and submit appropriate reports and recommendations to the Council.
7. Keep informed of available Federal, State and County funds for local programs and assist department heads and the council in obtaining these funds.
8. Represent the City in matters involving legislative and intergovernmental affairs as authorized and directed by the Mayor and council.

II. Leadership

Direct the development and evaluation of the City's long-range strategic vision and strategic plan so that annual and long-range goals and plans are coordinated, revised and evaluated.

1. Evaluate annually and suggest updates or revisions for the strategic plan to the Council.
2. Develop methods to involve council members, stakeholders and the community in the evaluation and evolution of the City's strategic plan.

III. Financial Operations

Supervise the financial operations of the City of Prescott so that citizens are assured of efficiency and accuracy in the collecting and expenditure of public funds.

1. Establish annual budget guidelines with the Mayor and City Council
2. Supervise the work of the Treasurer and Department Heads in annual operations and capital budget preparation
3. Administer the annual budget as adopted by the Council for all City Departments.
4. Coordinate with the Treasurer on issuing bonds for Capital projects
5. Review contracts and insurance each time a contract comes up for renewal and make recommendations to the Mayor and Council.

IV. Economic Development/Business Retention

Promote the economic well-being and growth of the City through public and private sector cooperation and work out developer agreements as per City ordinances and policies with prospective industrial, commercial and residential developers.

1. Develop and review annually an economic marketing strategy for the City.
2. Develop financial packages for prospective projects.
3. Actively recruit prospective development projects through coordination with state and county resources and personal business networks.
4. Coordinate the work of Prescott's Industrial and Development Committee
5. Recommend projects for Council consideration.
6. Oversee current TIF projects and keep Council and Mayor informed about TIF activity.

V. Personnel

This position acts as the Personnel Officer for the City of Prescott. The Administrator is responsible for promoting a supportive work environment for all staff and to assure that city personnel meet high standards in their service to the citizens of the city and to the general public.

1. Recommend to the Council the appointment, promotion and, when necessary the suspension or termination of department heads.
2. Oversee the development of accurate and current job descriptions and personnel records and files.
3. In consultation with department heads, recommend to the Council the appointment, promotion, and when necessary, the suspension or termination of employees below the department level.
4. Maintain complete and current personnel records including specific and current job descriptions for all City employees.
5. Evaluate the performance of department heads
6. Oversee the department heads' performance evaluation for all employees below the department head level.
7. Recommend salary, wage scales and benefit packages for City employees not covered by collective bargaining agreements.
8. Develop and enforce high standards of performance by City employees.
9. Assure that City employees have proper working conditions.
10. Work closely with department heads to promptly resolve personnel problems and grievances.
11. Maintain an up-to-date personnel manual;

12. Assure that employees receive adequate opportunities for training to maintain or improve their job-related knowledge and skills and act as the approving authority for requests by employees to attend conferences, meetings, training schools, etc. provided that funds have been budgeted for these activities.
13. Assist in all labor contract negotiations and collective bargaining issues; including working with the Chief of Police on collective bargaining with the Police Department Union.

VI. Information Technology

Manage all IT contracts and personnel to maintain integrity of external and internal communication and security.

1. Work with all Department Heads to assure their technology needs are met and up-to-date.
2. Assure that the City's communication networks are secure from outside forces.
3. Maintain high security for all records needing permanent storage.

VII. Internal and External Communications

This position is the spokesperson (or Public Information Officer) for the City of Prescott in all external communications with the public. This position also coordinates internal communication so that department heads, council members, the mayor and all employees are adequately informed about the current business of the City's operations.

A. Externally

1. Assure that the news media are kept informed about the operation of the City and that all open meeting rules and regulations are followed.
2. Supervise the distribution of meeting notices and minutes so that the provisions of WI Open Meetings laws are met.
3. Coordinate the publication of legal notices as required
4. Establish and maintain procedures to facilitate communications between citizens and City government to assure that complaints, grievances, recommendations and other matters receive prompt attention by the responsible official and to assure that all such matters are expeditiously resolved.

B. Internally

1. Meet regularly with the Department Heads.
2. Plan and conduct staff meetings
3. Prepare reports for the Mayor and City Council
4. Supervise the maintenance and retention of all city records including minutes, resolutions, ordinances, contracts, bonds, oath of offices and other documents as required by law, ordinances, or statutes.

VIII. Relationship with City Council and Mayor

This position works with the elected officials of the City, the Mayor and City Council, to establish and maintain high standards of public service for the citizens of Prescott and to implement decisions of the Council. Through oversight of the various committees and

commissions ensures that the work is in line with the vision and comprehensive and strategic plans of the City and that the work of committees moves forward productively.

1. Attend all meetings of the Council, assisting the Mayor and the Council in the performance of their duties.
2. In coordination with the Mayor, the Council and the City staff ensure that appropriate agendas are prepared for all meetings of the Council and council Committees and all other appropriate committees and commissions of the City, together with such supporting materials as are required.
3. Materials submitted to the Council and Committees and Commissions should not be edited by the Administrator but rather provide the fullest description of the issues under consideration.
4. Assist in the preparation of ordinances and resolutions as requested by the Mayor or the Council.
5. Keep the mayor and Council regularly informed about the activities of the Administrator's Office by oral or written reports at regular and special meetings of the Council.

IX. Intergovernmental Relations

Maintain and coordinate the City's interaction with other governmental entities in order to integrate the City's interests with the interests of other public and community organizations

- Attend intergovernmental meetings
- Attend Fire & EMS Association meetings
- Attend Chamber of Commerce meetings
- Work with other communities on collaborations and coordination of public services
- Attend other civic organizations meetings as requested.

X. Zoning Administrator

1. Supervise all zoning issues within the City of Prescott.
2. Be the first contact for all residential, industrial and commercial construction including overlaying district of St. Croix Scenic River way and Tax Incremental Financing Districts.
3. Work with homeowners and developers to insure that Prescott's zoning ordinances are met on new construction, building additions, additional buildings on specific properties.
4. Work with the enforcement officer to see that ordinances are followed related to set backs, parking regulations, stormwater regulation, site plans for grading and filling, landscape design, etc.
5. Review construction and site plans to assure Prescott's regulations are followed, for example ground and stormwater runoff, grading and landscaping, etc.
6. Work with the Building Inspector to assure thoroughness and compliance with ordinances.

XI. Other Duties

The Administrator shall perform such other and further duties as the Common Council or Mayor assigns.

ESSENTIAL FUNCTIONS

- Familiarity with municipal budgeting
- Ability to establish priorities for oneself and others
- Ability to handle personnel issues
- Familiarity with team functioning in a small workplace
- Comfort in public speaking and representing the city at official events
- Ability to work with an elected council of differing political positions
- Ability to delegate and supervise others

WORKING CONDITIONS

- As a salaried employee you are required to manage your time appropriately. Attending evening meetings is an essential part of this position's responsibility.
- Maintaining a cooperative and healthy work environment for staff is a core responsibility

FREEDOM TO ACT

There is considerable freedom to act independently in this position within the scope and priorities set forth in the position description. Regular communication with the mayor is expected. Reports on current projects should be integrated into the Council's agenda. You are expected to work closely with the chairs and members of the council's committees in setting their meeting agendas and work.

DRAFTED: 4/8/21