

City of Mondovi
Position Description

Position Title: City Administrator/Clerk
Appointing Authority: Mayor/City Council
Reports to: Mayor and City Council
FLSA Status: Exempt

Scope/Nature of Position:

The City Administrator/Clerk (“City Administrator”), as the chief administrative official, shall be responsible for implementing policies set forth by the Mayor and City Council. This position will also be responsible for complying with the City’s obligations under Federal and State law. The City Administrator will supervise and administer all aspects of the City’s day-to-day operations.

Essential Duties and Responsibilities:

The following duties are normal for the position. These are not to be construed as exclusive or all-inclusive. Other duties may be required or assigned by the Mayor and/or City Council.

- 1) Work with the Mayor and City Council to establish City goals and objectives and create a strategic plan. The plan will be communicated to citizens and stakeholders along with a periodic reporting on the progress of obtaining said goals and objectives.
- 2) Directs and coordinates the administration of city operations in accordance and consistent with all policies established by City Council and ensures that all City Ordinances, Resolutions, City Council motions and State Statutes are enforced by the City through the appropriated City staff.
- 3) Prepare a proposed annual City Budget by working in coordination with all department heads, the Mayor and the City Council and submitting the proposed budget pursuant to Section 3.04 of the Mondovi City Code and in accordance with guidelines as may be provided by the Common Council.
- 4) Manage all City budgets to assure that spending is consistent with appropriations and that all operations are subject to proper internal controls. Coordinate

activities associated with the City's Annual Financial Report and audit.
Responsible for all other financial reports including TIF and bond reporting.

- 5) Perform accounting and bookkeeping activities including; enter or approve any journal entries as needed, reconcile all bank accounts, maintain general ledger, check register, receipt register and journal entry register, maintain machinery and equipment fund on a monthly basis.
- 6) Attend City Council meetings, finance meetings and any other committee meetings held for the City. Coordinate the preparation of an agenda with the Mayor, prepare supporting documentation, making presentations, and taking minutes of meetings. Review and recommend ordinance and policy amendments as necessary or directed. The City Administrator does not have the authority to limit or in any way prevent matters from being considered by the Common Council.
- 7) Act as purchasing agent by working with City Engineer on major street and/or building projects, taking bids on vehicles and equipment, bidding out City employee health, life and disability insurance, bidding out liability, workers comp, property & auto insurance, purchasing capital items and equipment and selling surplus equipment and vehicles.
- 8) Serve as human resources officer for the City ensuring that all appropriate personnel records are kept, assisting with the negotiation of labor contracts, recommending wage adjustments for non-representing employees, conducting performance evaluations, review and update the City's Personnel Manual, including employee benefits, as needed.
- 9) Responsible for all City records including; licenses and permits, billings and collections, special assessments, contracts, insurance policies, cemetery and fixed assets.
- 10) Responsible as the City's economic development activities including; marketing, financial packages, site development, sales of industrial park land, infrastructure needs and community information. Also responsible for maintaining a positive working relationships and good communication with commercial and business sectors in the City and with prospective businesses interested in locating within the City.
- 11) Responsible as Zoning Administrator including; receive and review applications for planning / building and zoning variances, scheduling Zoning Board of Appeals meeting to hear variance requests, contacting neighbors of pending variance, sending information to Board members, sending letters to applicant after

determination is made and issuing violations when someone violates zoning ordinance.

- 12) Serve as Residential Rehabilitation Program Administrator by; organizing and preparing the loan application process, meeting with applicant to gather and send out verifications of information for qualification, preparing documents for loan process to contractors, legal filings, insurance, distribute payments for work, correspond with contractors gathering documents and issue payments for work inspected, verify general ledger account balance, homeowner real estate taxes are paid and insurance is kept current on all loan holders throughout the year as policies change/renew/expire, prepare and send correspondence to loan holders for non-compliance, calculate fees and send billings to those who do not comply.
- 13) Monitors and researches availability of State, Federal and other funding sources for community projects. Determines capital needs and obtains financing through outside consultants as appropriate. Recommends and oversees the implementation of Tax Increment Districts.
- 14) Act as Emergency Government Director for the City by overseeing the planning and coordinating the activities for emergency programs and operations including disaster recovery programs.
- 15) Receive and evaluate communications from citizens and promptly direct appropriate responses to address and resolve issues presented.
- 16) Establish and administer procedures to facilitate communication between citizens and City operations.
- 17) Act as public information officer for the City. As such act as lead spokesperson on all matters within their authority.
- 18) Meet regularly with the Mayor to keep the mayor informed about activities of the City Hall.
- 19) Keep City Council informed of ongoing activities of the City.
- 20) Maintain City website, post agendas, minutes, City Ordinances, maintain calendar of events and any other updates as necessary.
- 21) Administer oaths and affirmations, commissioned as notary public.
- 22) Establish and maintain positive relationships with Federal, State and local officials. Complete and return surveys and questionnaires requested by State,

Federal and other agencies to meet funding or reporting requirements. Serve as City representative on Buffalo County Recycling Commission.

- 23) Attend Board of Review as certified Board of Review member.
- 24) Fill in for Utility Clerk and City Treasurer when needed.

Supervisory Responsibilities

Supervises two office personnel (Treasurer, Receptionist/Billing Clerk). Manages four supervisors either directly or indirectly (Police Chief, Fire Chief, Public Works Director, and Street Superintendent).

Training and Experiences:

- 1) Graduation from an accredited four year institution of higher education with a Bachelor's degree in Public Management, Public Finance, Accounting or related field. A Master's degree is preferred.
- 2) Three to five years of increasing responsible municipal management experience or any combination of education and experience that provides equivalent knowledge, skills and abilities.
- 3) A valid driver's license is required.
- 4) The position requires successful completion of a background investigation.

Judgment and Situational Reasoning Ability

- 1) Requires the ability to apply principles of logical or synthesis functions involving planning and directing of interrelated activities or multiple departments. Ability to deal with several concrete and abstract variable and develop approaches to major problems.
- 2) Requires the ability to exercise judgement, decisiveness and creativity required in critical and/or unexpected situations involving moderate risk to the organization.

Mathematical Ability

Requires the ability to perform addition, subtraction, multiplication and division. Calculate percentages, fractions, and decimals; may require the ability to perform mathematical operations involving basic algebra, geometry, and descriptive statistics.

Personal Attributes Required

- 1) Relates well to people, is willing to be part of the community (attend local functions), is a good listener and works well with staff.
- 2) Must have knowledge of city services and procedures, knowledge of City Administrator's responsibilities as governed by the City of Mondovi resolutions/ordinances and the State of Wisconsin.
- 3) Must have highly developed ability to organize and prioritize the needs of the community.
- 4) Must set exemplary standards of professional and courteous conduct. Must be able to provide leadership while working toward consensus.
- 5) Must be accurate and detail oriented and be able to assume responsibility and work with a high level of independence.
- 6) Must demonstrate the ability to establish and maintain effective relationships by using appropriate interpersonal skills and understand the need for teamwork, timeliness, accuracy and be able to instill this in others.
- 7) Must be able to maintain self-control under stressful situations without exhibiting negative behaviors.
- 8) Must be patient and able to respond helpfully in situations where persons may be upset and be able to interact with others to accomplish tasks without arousing hostility.
- 9) Must have knowledge of good grammar, spelling, punctuation and basic math abilities.

Essential Physical / Mental Requirements

- 1) Must be able to sit for prolonged periods, with or without back support.
- 2) Must be able to perform light work, frequently lifting up to 10 pounds.
- 3) Must be able to communicate effectively with citizens and employees both in person and over the telephone to provide information and assistance.
- 4) Must be able to move throughout the facility with frequent travel within and outside the city.
- 5) Must be able to reach in all directions and bend/stoop to use office equipment.

- 6) Must have dexterity and hand/eye coordination necessary to use keyboard and office equipment.
- 7) Visual activity requires the ability to tolerate periods of close paperwork and use of computer screen.
- 8) Hearing activity requires the ability to participate in numerous conversations throughout the workday both in person and over the telephone.
- 9) Must be able to complete job duties in an environment where some background noise and frequent interruptions are the norms.
- 10) Must have the ability to maintain concentration and focus on multiple activities that are going on at the same time.
- 11) Must be able to communicate effectively both orally and in writing, follow instructions and be able to comprehend written material or directions.
- 12) Must demonstrate excellent English language skills, including spelling, grammar and proofreading.

Equipment and Software Programs Required

- 1) Telephone system, cell phone, desktop and/or laptop computer, copy machine, fax machine, ten key calculator
- 2) Microsoft Office Word, excel, power point, outlook and web browser.

Position Oversight and Evaluations

Will be evaluated annually or on an as-needed basis. The determination of whether an evaluation is necessary will be determined by the Mayor and City Council for the City of Mondovi.