



City of Lake Geneva, 626 Geneva St, Lake Geneva, WI 53147- 262.248.3673- www.cityoflakegeneva.gov

CITY OF LAKE GENEVA SPECIAL PERSONNEL COMMITTEE
WEDNESDAY, MAY 22, 2024 - 4:30 PM
LAKE GENEVA CITY HALL; CONFERENCE ROOM 2A (UPPER LEVEL)

Members:

Members: Chairperson Cindy Yager, Sherri Ames, Mary Jo Fesenmaier, Linda Frame, and Peg Esposito

AGENDA

1. Meeting called to order by Chairperson Yager
2. Roll Call
3. Comments from the public limited to 5 minutes, limited to items on this agenda
4. Discussion/Recommendation regarding the City Administrator job description
5. Discussion/Recommendation regarding the Harbormaster job description
6. Discussion/Recommendation regarding hiring process and timelines
7. **Adjournment**

*This is a meeting of the Personnel Committee.
No official Council action will be taken; however, a quorum of the Council may be present.*

City Administrator

Dept/Div: Administration

FLSA Status: Exempt

General Definition of Work

Performs complex professional work directing all operations and activities of the City government, ensuring ordinances, resolutions and policies adopted by the Common Council are implemented and consistently applied, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the Common Council. Organizational supervision is exercised over Director of Public Works, Comptroller, City Clerk, Building Inspector, Parking Supervisor and Harbor Master.

Qualification Requirements

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

Essential Functions

Directs and manages the operations of the City; provides direction to all City functions falling under the authority of the Common Council.

Works with department heads and senior management to ensure effective coordination and cooperation among departments; coordinates the continuous review of interdepartmental processes for quality control and improvement; facilitates problem solving at all levels in the organization.

Serves as a liaison between City staff, the Mayor, and the City Council; attends all meetings of the City Council and various council Standing Committees; briefs Council members on pending agenda items and other City issues; provides analysis as needed to assist the Council in making informed policy decisions; oversees the preparation of meeting agendas; provides administrative support to Mayor and Council members as needed.

Oversees the development and administration of the annual budget and capital improvement program.

Assists the Mayor and City Council with strategic and long-range planning for the City; participates in planning efforts at the local and regional levels; keeps City Council apprised of developments at the State and Federal levels that impact the City; monitors pending legislation for impact on the City; oversees compliance with new legislation.

Represents the Mayor, City Council and the City at various meetings, functions and events; serves as a liaison to various civic or governmental organizations and committees, taskforces, boards, and commissions; confers regularly with officials from other units of local government and business and community organizations; provides information about City operations.

Coordinates special projects; oversees professional contractors and/or consultants providing services to the City.

Serve as City's "Americans with Disabilities Act" (ADA) Compliance Officer.

Oversees and participates in the resolution of inquiries and complaints from the public and other organizations.

Knowledge, Skills and Abilities

Comprehensive knowledge of public administration principles and practices; comprehensive knowledge of municipal corporation laws, ordinances and regulations; thorough knowledge of municipal finance practices; thorough knowledge of election laws and procedures; thorough skill operating a personal computer and applicable hardware and software; ability to write clear and concise reports, memoranda, directives and letters; ability to analyze complex problems and develop comprehensive plans from general instructions; ability to meet the public and to discuss problems and complaints; ability to communicate effectively, both orally and in writing; ability to establish and maintain effective working relationships with department heads, the Common Council and the general public.

Education and Experience

Bachelor's degree in Public Administration, Political Science, or related field and considerable experience as an assistant city administrator or department head, or equivalent combination of education and experience.

Job Title: Harbormaster /Lake Front Supt.	Represented: No
Department: City Administrator	Annual Contract
Adopted by City Council	August 12, 2019

Job Description

Position Overview:

This position is under the general direction of the City Administrator and performs specialized and responsible administrative work for the City's various Lakefront enterprises. "Lakefront" is defined as all City of Lake Geneva owned property and buildings located along Geneva Lake between the west end fishing pier, up to Baker Park (excluding Seminary Park).

Essential Job Functions:

- Serve as City's Boat Ramp Manager, including oversight of all Lakefront seasonal boat launch employees.
- Oversee Riviera Beach and all beach related City staff.
- Work collaboratively with the Riviera Events Coordinator to schedule security guards for ballroom events.
- Serve as "lead" for reviewing and updating of Lakefront staff job descriptions. Responsible for posting job openings, interviewing applicants and selecting new employees. (Work with Public Works Director and HR Director to ensure all pre-employment paperwork is submitted and processed in a timely manner).
- Oversee lease administration and compliance for all city watercraft leases along Lakefront. Recommendations to Piers, Harbors and Lakefront (PHL) Committee concerning possible revisions to contracts at renewal time.
- Respond to Lakefront issues as made aware or as directed by the Public Works Director or the Police Department. Respond to any mooring, launch or beach complaints in a timely and professional manner. Continually check phone messages and incoming emails. Respond to all inquiries within reasonable time frame.
- Maintain buoy and slip wait list (a copy of which will be kept at the City Hall front counter). All lists shall be double checked / confirmed by the Public Works Director. Waiting list(s) shall be posted and updated regularly by the Harbormaster on the City of Lake Geneva website.

- Assist City's Community Service Officers in monitoring piers, buoys (at least once a week for compliance (to ensure that only boats on lease are using assigned spots). Pursue compliance / enforcement as necessary.
- Consult / check on a regular basis with City Hall front counter staff to identify any administrative issues that need to be addressed related to the Lakefront area.
- Process boat, buoy, kayak waitlist applications and forward payments to the Finance Department.
- Process boat, buoy and kayak rental forms including: verifying all pages of form/lease are completed, obtaining current boat registration, verifying proof of residency with current utility bill, tax bill and Wisconsin driver's license, confirming lease has been notarized or obtains city notary and checking for outstanding debt. Review entire application packet for completeness; return any applications deemed incomplete to applicant. Once application packet is confirmed complete; collect slip/buoy payments and bring to Finance Department for processing and depositing of funds.
- Order boat / buoy in/out hang tags, boat launch seasonal permits and payment envelopes as needed.
- Monitor Riviera and entire Lakefront. Inform Public Works Director or Street Superintendent of any city property maintenance, repair or cleaning issues. Direct beach attendants and lakefront staff to monitor West End Pier and restrooms, Beach House bathrooms, Library restrooms, Visitor Center restrooms, Riviera grounds and restrooms at least three times daily. Instruct beach attendants (as well as other staff) to contact Harbormaster if there are issues.
- Review / compare current City watercraft lease rates with surrounding communities Report findings to Piers and Harbors Committee on an annual basis and recommend any appropriate rate adjustments.
- Coordinate / assist with the logistics related to various special events; Winterfest, Venetian Fest, 4th of July, wedding parties, oversight and operation of the Driehaus Plaza fountain (including specialized color and lighting displays).
- Address parking issues at the Riviera (keep unauthorized vehicles out of restricted parking stalls) by notifying the Police Department, Community Service Officer or Parking Department.
- Coordinate with Riviera Events Manager on any special needs that may arise impacting the appearance of the Riviera grounds and Driehaus Plaza such as landscaping improvements, construction, maintenance projects, etc. and attempt to eliminate or minimize any adverse visual impact to the renter.
- In the absence or unavailability of the designated Riviera Events Coordinator the Harbormaster shall

serve as back up in the showing of the Riviera Ballroom and address questions of potential renters.

- Prepare a monthly report for and attend the PHL Committee meetings as well as leadership staff meetings.
- Responsible for collecting, delivering and accounting for all pertinent fees and monies, between City Hall (Finance Department) and lakefront related properties which handle money.

Other Job Functions:

- Ability to provide direction or assistance to residents and visitors to Lake Geneva
- General knowledge of government and the ability to work with committees
- General knowledge of moorings or facility rentals is a plus

Requirements:

- Proficient with Microsoft Office products such as Word, Excel and Outlook
- Close attention to detail and ability to handle difficult customers and situations in a polite and professional manner
- Trouble shooting and an ability to anticipate issues and resolve them before they become bigger issues
- Must be (or become within ninety (90) days from date of hire) a notary public
- Must be available to work weekends, particularly during tourist season (Memorial Day – Labor Day)

This position will be an annual contracted position with the City of Lake Geneva. It is estimated this position will be full time between the months of March and August with reduced work hours between September and February. Under no circumstances will hours worked exceed 1200 hours per year, beginning from the date of assuming the position.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as needed to meet the ongoing needs of the organization.
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