



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

CITY OF LAKE GENEVA PERSONNEL COMMITTEE
WEDNESDAY, MAY 29, 2024 - 6:30 PM
LAKE GENEVA CITY HALL; CONFERENCE ROOM 2A

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. Discussion regarding the City of Lake Geneva City Administrator job description
4. Discussion regarding the City of Lake Geneva Harbormaster job description
5. **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 (paragraph)

Performs complex professional work directing and supervising all operations and activities of the City government, ensuring City ordinances and State statutes, 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 the Department Heads.

Qualification Requirements (paragraph)

Same as original job description

Essential Functions (bulleted information in each category) This area is merging City ordinance with current job description - more categories could be added if needed

General Duties- from Sec. 2-183

- (1) a.
- (1) b.
- (1) g.
- (1) j. Represent the City at various meetings, functions and events; serve as liaison to various civic and intergovernmental organizations and committees, task forces, boards and commissions; sets regularly scheduled meetings with officials from other units of local government and business and community organizations; provides information about City operations as authorized and directed as to that representation by the Mayor and the Council
- (1) l.
- (2) a.
- (2) b.
- (2) c.
- (2) d.
- (2) e.
- Briefs Council members on pending agenda items and other City issues: provides analysis as needed to assist the Council informed policy decisions: **oversees** the preparation of meeting agendas; provides administrative support to Mayor and Council members as needed. (goes with (2) b.
- Coordinates special projects; **oversees** professional contractors and/or consultants providing services to the City.

Strategic & Long Range Planning-

- (1) c.
- (1) d. 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.

- (1) f.
- (1) h.
- (1) m.

Supervision-

- (1) e.
- (3) a - d.

Budget-

- (4) a - f.

Knowledge, Skills and Abilities (paragraph)

Same as original job description (this is same as Delavan job description)

Education and Experience (paragraph)

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. **Master's degree in a related field of study preferred. Experience working in the State of Wisconsin preferred.**

Physical Requirements (paragraph)

Same as Delavan description

Special Requirements (example - Notary, or special licensing)

None

Burlington, Wisconsin

§ 57-4 **Administrator.**

[Amended 9-23-1993 by Ord. No. 1448(19); 12-6-1995 by Ord. No. 1517(24); 11-18-2013 by Ord. No. 1740(20); 12-20-2016 by Ord. No. 2009(5)]

A.

Nomination. The Mayor shall appoint a special committee consisting of the Mayor and three Alderpersons to prepare procedures for the screening of candidates. The special committee shall nominate three candidates for consideration by the Common Council.

B.

Appointment. The Common Council shall appoint a **City Administrator** by a majority vote of the full membership of the entire Council. Appointment shall be for a definite term fixed by employment contract or an indefinite term, but in either case the **City Administrator** shall serve at the pleasure of the Council subject only to the termination provisions of any employment agreement approved by the Council.

C.

Removal procedure. Removal from the position of **City Administrator** shall be by majority vote of the full membership of the entire Common Council with 60 days' written notice. In the case of resignation, 60 days' written notice in advance shall be received by the Council.

D.

Scope. The provisions of this section shall apply in all respects to the **administrative** process in the **City**, including implementing, coordinating, evaluation and planning services and programs within the ordinances or policy limits set by the Common Council to assure an efficient and effective organization and operation of all **City** departments.

E.

Purpose. The purpose and object of this section is to provide for the proper **administrative** process whereby the organizational structure of the **City** government has a flow of accountability for all department services and functions.

F.

Salary and evaluation. The salary of the **City Administrator** shall be as the Common Council shall, from time to time, determine and prescribe. The work performance of the **City Administrator** shall be evaluated annually at a time and in accordance with procedures determined by the Mayor and the Common Council.

G.

Qualifications. The person appointed to the office of **City Administrator** shall have the following qualifications:

(1)

Thorough knowledge of the principles and practices of municipal government **administration**.

(2)

Good knowledge of public works operations.

(3)

The ability to establish and maintain effective working relationships with Common Council members, appointed officials, consultants, department heads, employees and the general public.

(4)

Be in good physical condition.

(5)

Have good professional judgment.

(6)

Have previous experience in municipal government, at least at the level of assistant to an **administrator** or a department head.

(7)

Be a graduate from a college or university of recognized standing with a major in public **administration**, preferably a Master's degree in a relevant field, or any equivalent combination of experience and training which provide required knowledge, skills and abilities.

(8)

Have a working knowledge of applicable federal and state assistance programs for municipalities.

H.

Duties. The duties of the **City Administrator** shall be as follows:

(1)

To enforce the laws and ordinances or policy limits and resolutions established by the Common Council to assure the efficient and effective organization and operation of all **City** department and services.

(2)

To appoint on merit and, when necessary, suspend or discharge employees, except for the following:

(a)

The Mayor, Clerk, Treasurer, City Attorney, Alderpersons, and those officers appointed by the Common Council.

(b)

Employees of the Police and Fire Departments and library employees.

(3)

To serve as personnel officer, including responsibility for employee relation matters.

(4)

To have authority to review routines and working hours for all employees, administer fringe benefit plans, and recommend to the Common Council administrative control routines which will best promote efficiency and economy.

(5)

To designate appropriate employees or departments for the handling or transaction of business that is not of a routine nature.

(6)

To direct and coordinate City services, functions and programs, except when such authority is vested boards, commissions and appointed officials by Wisconsin Statutes.

(7)

To advise the Common Council during preparation of the annual budget.

(8)

To attend all Common Council meetings and, upon request, committee meetings.

(9)

To prepare periodic and special reports concerning administrative activities and programs of the City.

(10)

To make presentations and confer on behalf of the City with the general public and representatives of other public and private agencies.

(11)

To hear, discuss, investigate, evaluate and settle citizen and other complaints within the scope of the City ordinances and policy limits of the City.

(12)

To conduct staff meetings with department heads.

(13)

To develop program goals and objectives.

(14)

To evaluate the performance of department heads annually.

(15)

To cause the enforcement and performance by the parties thereto of all City contracts.

(16)

To have general responsibility for the construction and maintenance of such public works and improvements as are delegated to him/her by the Common Council.

(17)

To keep the Mayor and the Common Council advised concerning developments pertaining to the City administration, business, and affairs, when deemed necessary or when requested by the Mayor or the Common Council.

(18)

To coordinate long-term growth and development as it affects the City.

(19)

To perform such other duties as may be prescribed by the Common Council, by this chapter or resolutions of the Common Council.

City Administrator.

[Amended 4-14-1998 by Ord. No. RC-37; 7-9-2002 by Ord. No. RC-142]

(a)

Appointment. In order to coordinate and improve the various municipal services rendered to the citizens of Delavan, there is created the position of **City Administrator**. The **City Administrator** shall be appointed for an indefinite term by an affirmative vote of at least 2/3 majority of all the members of the Common Council and shall serve at the pleasure of said Council. Removal from office shall require affirmative vote of at least 2/3 majority of all the members of said Council. The salary of the **City Administrator** shall be as the Common Council shall, from time to time, determine.

(b)

General authority.

(1)

The **City Administrator** shall be the chief **administrative** officer and shall be directly responsible to the Common Council.

(2)

The duties of the **City Administrator** shall be, but are not limited to, directing, coordinating, and expediting activities of all **City** departments, divisions, and officers, who shall be directly responsible to him/her unless otherwise provided for by this Code or by Wisconsin Statute and other duties as may be directed by the Common Council.

(3)

The **City Administrator** shall have the following specific authorities:

a.

To act as personnel officer reviewing requests and recommendations on salaries, wages, working conditions, and union contractual matters and to screen candidates and recommend the hiring of department heads and other **City** staff, except the Police and Fire Chiefs who shall be selected by the Police and Fire Commission.

b.

In cooperation with the Common Council, preparation and submission of the annual **City** budget.

c.

Budget implementation, including authority to transfer up to \$1,000 between items in any one program area, except capital accounts. The **Administrator** shall report any such transfer to the Finance Committee at its next regularly scheduled meeting.

d.

To recommend to the Mayor and Common Council measures for adoption which are deemed appropriate to deal with significant municipal problems, with the right to participate in all discussions on such measures with the Mayor and Common Council, subject to Council rules or procedures.¹¹

[1]

Editor's Note: Former Subsection e, which immediately followed this subsection, was repealed 4-14-1998 by Ord. No. RC-37.

(c)

Duties and responsibilities. The City Administrator shall have all of the following duties and responsibilities:

(1)

To serve as comptroller in accordance with § 62.09(10), Wis. Stats.

(2)

To attend meetings of the Council and recommend meetings of other boards, commissions, and committees.

(3)

To submit annually to the Mayor and Council and make available to the public complete reports on the financial affairs of the City and the status of municipal programs.

(4)

To make monthly reports to the Mayor and Council concerning the operation of all City departments, offices, and special programs.

(5)

To keep the Mayor and Council fully advised as to the financial condition and future financial needs of the City.

(6)

To make such recommendations to the Mayor and Council concerning the overall management of the City as necessary.

(7)

To establish and maintain a centralized purchasing system in the City and approve general purchasing policies for all supplies, materials, and equipment.

(8)

To assist in preparation of Council agendas in cooperation with the Mayor and City Clerk, and prepare news releases and informational public relations materials.

(9)

To serve as the chief personnel officer of the City and act as chief negotiator in labor negotiations with union representatives; he/she shall review retirement, life insurance, and health insurance programs; unless specifically provided in this Code of Ordinances, he/she shall have the authority to appoint other City employees, subject to Council confirmation.

(10)

To prepare and continually update a capital improvement program for the City.

(11)

To coordinate the development activities within the City.

(12)

To serve as the coordinator for securing state and federal grant and loan assistance for all City programs.

(13)

To analyze, evaluate, and measure the performance of the City administration and make recommendations to the Mayor and Council for the most efficient operation of the City government.

(14)

To submit recommendations to the Mayor and Council for new or changed programs that would improve the quality of life in the City.

(15)

To serve as Deputy Director of Emergency Government.

(16)

To perform any other duties prescribed by the State Statutes or as may be lawfully ordered by the Common Council

4.

ELKHORN, WI

City Administrator.

a.

Position Created. In order to provide for a more efficient, effective, and responsible City government, there is hereby created the position of City Administrator.

b.

Duties. The City Administrator shall be the Chief Administrative Employee of the City and shall be equally accountable to the Mayor and Common Council. The general duties, responsibilities, and qualifications for the position of City Administrator shall be as provided for in the Position Description approved by the Human Resources Committee. In addition to the general duties set forth in the Position Description, the City Administrator shall have oversight of Budget with joint responsibility to prepare and submit the annual operating and capital budgets for Common Council review and approval.

c.

Appointment and Term. The Common Council shall appoint the City Administrator who shall serve an indefinite term subject to the terms and conditions of an employment agreement approved by the Common Council. ([Ord. No. 22-04](#), 3-21-2022; Ord. No. 14-02, § 1, 4-21-2014; Ord. No. 10-14, 12-6-2010; Ord. No. 08-09, §§ 1—5, 2008; Ord. No. 03-40, §§ 1(a), (b), 2003; Ord. No. 03-24, § 1, 2003; Ord. No. 1063, §§ 1 (part), 2 (part), 2000.)