

**\*\*\*ATTACHMENTS\*\*\***



## Job Description

<b>Job Title:</b>	<b>City Administrator</b>	<b>Department:</b>	Administrative
<b>Date Issue:</b>	<b>January 11, 2016</b>	<b>Reports to:</b>	Common Council
<b>Classification:</b>	Exempt	<b>Wage:</b>	Salary Grade 16

## Position Summary

The CA~~o~~ is responsible for managing the operation of the city and reports directly to the Common Council. The CA~~o~~ directs, supervises and coordinates the work of all city departments. The CA~~o~~ leads strategic planning for the Common Council and city departments, goal setting and policy development consistent with the City of Sheboygan's mission, vision and value. The CA~~o~~ ensures that city government is result oriented. ~~and~~ The CA demonstrates ability ~~and effectiveness~~ in organizational effectiveness, performance, measurement and budget accountability.

### Essential Duties and Responsibilities:

1. Develop and implement an annual budget process at the direction of the Common Council and with input from the Mayor.
2. ~~Develop and~~ lead the Common Council and city departments in a regular strategic planning ~~process~~ and implementation, with input from the Mayor.
3. Lead, direct, supervise and evaluate all city department heads and any other direct reports with respect to each department's duties and strategic goals, including, but are not limited to, hiring of department heads; planning and directing department work in consultation with department heads; with input from the Mayor. Evaluates non-elected department heads (including fire and police); directs and supervises salary administration. [Non-elected department heads report to the CA~~o~~.]
4. Implement actions of the Common Council and implement administrative matters under the direction of the Council with input from the Mayor.
5. Establish and maintain procedures to facilitate communications between citizens and city government to ensure that complaints, grievances, and other matters receive prompt attention by the responsible department and ensure that all such matters are expeditiously resolved.

6. Recommend to the Common Council measures that the CAO considers necessary for the improvement of city services and performance; conducts research, prepares reports and makes recommendations to the Mayor and the Common Council.
7. Serve as an ex-officio nonvoting member of city standing committees, except as specified by the Common Council or state statute.
8. Attend meetings of the Common Council, assisting the Mayor and Council as required in the performance of their duties. Provide information as requested by the Common Council or its committees, or other committees of the city.
9. Act as public information officer for the city.
10. Collaborate with the Human Resources department to determine leadership development needs; design and sponsor leadership development programming for the city.

#### **Education and Experience:**

Master's degree from accredited college or university; public or business administration preferred. Position requires at least ten years of progressively responsible work experience in municipal or private sector settings with a minimum of five years functioning in a senior leadership position.

#### **Required Knowledge, Skills and Abilities:**

1. Ability to develop and sustain positive working relationships with staff and alderpersons.
2. Ability and experience in using excellent communication skills.
3. Ability to provide leadership in collaborative efforts, direction and focus with the ability to delegate authority as required.
4. Ability and skills to take strong leadership initiatives, implement innovative practices and implement city initiatives effectively
5. Experience in human resources management, budgeting and financial administration.
6. Knowledge and experience in establishing and using performance measurement.
7. Knowledge of public sector collective bargaining.
8. Knowledge, skill and experience in principles and best practices of municipal financial management, municipal organizations, leadership development.
9. Skill and knowledge regarding principles and techniques of public relations.
10. Skill in implementing excellent customer service principles and practices.
11. Knowledge of federal, state and other laws and regulations affecting municipal government.
12. Significant knowledge and experience in team building, planning, organizing and directing the work of others.
13. Ability to conduct sound research and to develop effective recommendations for policies and implementation procedures.

#### **Evaluation:**

The CAO shall be evaluated on an annual basis by the Salaries and Grievances committee, with input from the Mayor, **Committee of the Whole**, and the Council President, with assistance as needed from the Human Resources Department.