



Public Administration Associates, LLC

*P.O. Box 282
Oshkosh WI 54903
262.903.9509
kevin.brunner1013@gmail.com
public-administration.com*

Position Announcement

City Administrator City of Thorp, WI (Population 1,621)

Located in beautiful north central Wisconsin in proximity to the nearby metro areas of Eau Claire and Wausau, the City of Thorp is seeking a dynamic, steady and strategic thinking professional to join our team and become its new City Administrator. This is an exciting career opportunity for our full service community that serves as a gateway to Wisconsin's agricultural epicenter. Mayor and five Alderpersons elected on a non-partisan basis with a \$2.78 million total annual budget (all funds including 3 TIF districts) and 10 FT and 25+PT and seasonal employees. Salary \$65-\$72K DOQ plus excellent fringe benefit package.

Require Bachelor's degree in public or business administration or related field with five years of progressively responsible municipal experience with Master's preferred. Serves also as statutory clerk and treasurer; certification a plus. Desire a strong background in budgeting/municipal finance (including TIF experience); capital improvement planning and execution; community development; human resources and public works/engineering management. Position requires a high level of integrity with open and positive communication skills; collaborative style in carrying out governing body policies; a strong work ethic; consensus building and a history of stable tenures in previous positions. Future emphasis will be on important utility system upgrades, continued community economic development and city planning. Residency encouraged. Visit community website at www.cityofthorp.com.

Send cover letter, resume, salary history and work-related references to Public Administration Associates, LLC, Attn: Kevin Brunner, Partner; 1155 W. South Street Whitewater WI 53190; e-mail kevin.brunner1013@gmail.com; phone 262-903-9509, by October 18, 2018. Confidentiality must be requested by applicant and cannot be guaranteed for finalists.

**City of Thorp
Position Description for
City Administrator/Clerk/Treasurer**

The City Administrator/Clerk/Treasurer is responsible for day-to-day administration of the City, execution of the Clerk and Treasurer duties as defined in Wisconsin Statutes, and direction of City departments and staff, when such authority is not otherwise vested by Wisconsin Statute or Municipal Code in boards, commissions, committees or other City officers.

The Administrator/Clerk/Treasurer supervises City Department Heads, and serves under the general direction and policy guidance of the Mayor and City Council. The Administrator/Clerk/Treasurer reports to and is evaluated by the Mayor and the City Council and is the key point of contact with the City Council.

DUTIES AND RESPONSIBILITIES:

- Administer all day-to-day operations, services, functions and programs of the City.
- Direct the effective and efficient performance of all City operations.
- Implement all directives approved by the City Council.
- Serve as a member of all boards, commissions and committees of the City, as determined by the Mayor and City Council.
- Direct, coordinate and expedite the activities of all City departments, except when Wisconsin Statutes vest such authority in certain boards and commissions.
- Monitor and enforce all City Ordinances, Resolutions, State Statutes, and City Council directives.
- Establish and implement administrative procedures to increase the effectiveness and efficiency of the government in a manner consistent with policies established by the City Council.
- Supervise the accounting system of the City and ensure that the system employs methods in accordance with current professional accounting practices. Coordinate the accounting procedures and maintenance of the financial records for the Village and prepare for the annual audit of all funds. Be responsible for drafting documents as necessary to be in compliance with government requirements.
- Maintain separate accounts for qualified grant funds following specific accounting and auditing practices as outlined in grant acceptance manuals. Complete yearly grant applications and yearly reporting.
- Develop budgeting procedures, prepare and administer the annual operating and capital budgets in accordance with guidelines provided by the City Council, pursuant to State Statute, and in coordination with all department heads, committees, and the Mayor and City Council.
- Develop procedures to ensure the security of City property, records and systems.

- Attend all required meetings of the City Council and other City boards, commissions and committees.
- Prepare appropriate agendas for all meetings of the City (including boards, commissions and committees) in coordination with the Mayor, City Council and the deputy clerk along with such supporting materials as may be required; nothing herein should be construed as to give the city administrator authority to limit or in any way prevent matters from being considered by the City Council or any of its committees.
- Attend professional meetings, seminars and conferences to maintain current knowledge of federal, state and county legislation and administrative rules affecting the City, and submit related reports and recommendations regarding same to the Mayor and City Council as appropriate.
- Represent the City in matters involving legislative and intergovernmental affairs and report matters that could possibly affect the City's interest to the appropriate committee chairperson, the Mayor or City Council members.
- Establish and maintain procedures to facilitate communications between citizens and City government to assure that complaints, grievances, recommendations, and other matters receive prompt attention and are expeditiously resolved.
- Promote the economic well-being and growth of the City through public and private sector cooperation, and by facilitating land use planning initiatives, serving as a liaison for development entities, managing development financing tools, and preparing and coordinating developer agreements.
- Serve as coordinator and claims agent for City property, liability, worker's compensation and disability insurance programs. Renewal agent for all City insurance policies; ensuring complete coverage for City.
- Set up and oversee/maintain the City web site and social media platforms to keep all information current along with associated contracts.
- Communicate regularly with the Mayor and City Council, through oral or written reports, regarding the status of City activities and initiatives.
- Serve as the City's Personnel Officer. Develop, implement, and enforce City Personnel Rules and Regulations as approved by the City Council. Recommend revisions to personnel policies when necessary, and annually evaluate City Department Heads with input from the Mayor. Recommend to the City Council the promotion, compensation, discipline, and termination of employees as appropriate. Maintain employee records and official personnel files. Maintain compliance with Federal and State drug and alcohol CDL testing requirements.
- Solicit or advertise for applicants to fill position vacancies as appropriate. Review the applications according to established hiring procedures and submit a ranked list of applicants to the City Council for action.
- Perform pre-employment and termination interviews with employees to ensure all benefit documents are correctly administered. Serve as City agent for health, dental and life insurance, retirement, deferred compensation and disability programs.

- Recommend salaries, wage scales, and working conditions of employees to the City Council for appropriate action.
- Assure that city employees receive adequate opportunities for training and professional development necessary to maintain and improve their job-related knowledge and skills and also serves as the approving authority for employee requests to attend conferences, professional meetings and training schools etc., provided that sufficient budgeted funds are available for such attendance.
- Serve as City Purchasing Agent and oversee the purchase and contracting for supplies and services, subject to the City's purchasing policies and subject to any provisions contained in Wisconsin State Statutes.
- Administer payroll and maintain accurate and complete official employment records for all City employees. Prepare and submit monthly, quarterly, and annual payroll reports due to state and federal government. Maintain records of employee seniority and benefits earned and used for compensatory, sick, and vacation time.
- Serve as City Treasurer, be responsible for the duties of the Treasurer as set forth in the Wisconsin Statutes, administer the receipts, deposits and appropriate investment of all monies received by the Village, and draw and countersign all orders on the City treasury.
- In conjunction with the Mayor, act as public information officer for the City with the responsibility of assuring that the news media are kept informed of the operations of the City and that all open meeting and open record rules and regulations are followed.
- Work with City financial advisor, bonding agents and City Council to facilitate necessary municipal borrowing. Maintain records of all bonds issued by the City by tracking projects, borrowed funds and payment schedules.
- Administer Tax Increment District(s) (TID) and be responsible for compliance with annual reporting requirements for the TID(s) by working with Assessor to maintain the assessment roll; maintain compliance schedules for tax increment reimbursements and compliance with TID Development Agreements.

This position is also responsible for other duties, special projects, and responsibilities as assigned by the Mayor and/or City Council.

EDUCATION, EXPERIENCE AND TRAINING:

Bachelor's degree in public or business administration or related field; Municipal Clerk and/or Treasurer work experience; minimum of five years of local government work experience; and, supervisory experience. A master's degree in public or business administration, or equivalent degree, is desirable but is not required.

Ability to use computer-based applications for word processing, financial management and database management.

Knowledge of municipal budgeting and financial management principles and practices, including fund accounting and utility accounting consistent with policies and rules set by state agencies and generally accepted accounting practices (GAAP).

Knowledge of human resources management principles and practices, including employee recruitment, selection, training, evaluation, discipline, compensation administration and labor negotiations and contract administration.

Knowledge of economic and community development issues and legal requirements. Understanding of Tax Incremental Financing (TIF), annexation, and inter-governmental agreements.

Additional continuing education and training may be required.

RESIDENCY

Residency within the City is encouraged.

ESSENTIAL PERFORMANCE ABILITIES:

Ability to effectively administer routine and non-routine activities of the City, analyze and implement policy, manage financial and human resources, communicate verbally and in written form, build consensus, and manage change.

Ability to identify and implement process modifications to improve operational performance. Ability to access, input, and retrieve information from computer systems, along with the ability to learn and operate software programs, as necessary, to conduct business processes efficiently and effectively. Requires ability to work closely and courteously with the public, Mayor and City Council. Requires ability to maintain clear and concise records and to manage information using effective record and file organization. Word processing using correct English grammar and spelling is required. Requires ability to initiate and receive correspondence using the City telephone and electronic mail systems. Requires the use of other office equipment and tools, such as; copiers, fax machines, computers and calculators. Requires knowledge of modern office practices.

ESSENTIAL PHYSICAL DEMANDS OF THE JOB:

Requires prolonged sitting, frequent bending, stooping or stretching. May require lifting up to 30 pounds. Requires eye-hand coordination and manual dexterity. Requires the ability to distinguish letters and symbols. Requires the ability to adjust and operate office equipment. Hearing is required.

ESSENTIAL MENTAL DEMANDS ON THE JOB:

Ability to calculate, compare, edit, evaluate, interpret, organize, consult, analyze, plan, design, document, specify, coordinate, implement, present, supervise and manage. Ability to react to change productively and to complete tasks initiated and/or assigned. This position requires the ability to multi-task and manage interactions appropriately with the public, Mayor and City Council and co-workers.

ESSENTIAL ENVIRONMENTAL DEMANDS ON THE JOB:

Work is generally performed in an indoor, climate-controlled, non-hazardous environment.