

**DEPARTMENT OF CITY MANAGER  
JOB DESCRIPTION**

**CITY MANAGER**

**EXEMPT:**      Yes

**UNION:**        No

**GENERAL STATEMENT OF JOB:**

Performs high level administrative, technical and professional work in directing and supervising the day to day administration of city government; implements policy directives of the Common Council.

**EXAMPLES OF WORK PERFORMED:**

Section 1.      Specific Activities

- 1.1      Manages and supervises all departments, agencies and offices of the city to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed. Directly supervises department heads. Indirect supervision of all employees.
- 1.2      Provides leadership and direction in the development of short- and long-range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.
- 1.3      Provides professional advice to the City Council and department heads; coordinates and assists boards and commissions; makes presentations to councils, boards, commissions, civic groups and the general public.
- 1.4      Creates, modifies, and discontinues minor administrative offices and positions; appoints and removes department heads, subordinate city officials, and city employees as necessary.
- 1.5      Develops and communicates official plans, policies and procedures to staff and the general public.
- 1.6      Prepares and submits to Council the City's Annual Operating Budget for approval; assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.

- 1.7 Oversees employee relations for the City; coordinates hiring process; resolves grievances; addresses performance issues; negotiates union contracts; fosters teamwork between employees and departments; advances training and development opportunities for staff.
- 1.8 Ensures that all laws and ordinances are faithfully performed.
- 1.9 Facilitates economic development with Platteville's economic partners; helps market the community to prospective businesses; negotiates development agreements.
- 1.10 Stays abreast of legal and legislative developments; advocates on behalf of the City with local legislators.
- 1.11 Prepares Council agendas; attends all meetings of the Council; recommends measures for adoption by the Council; participates in other meetings as required or as directed.
- 1.12 Acts as Emergency Management Director and General Manager of the Water & Sewer Utility.
- 1.13 Works cooperatively with key community stakeholders, including the University of Wisconsin-Platteville, Platteville School District, Grant County and Southwest Health.
- 1.14 Coordinates annual strategic planning process; carries out objectives outlined in the strategic plan; directs daily operations of organization to support strategic planning goals.

## Section 2. Peripheral Activities

- 2.1 Performs other duties as requested or as needed.
- 2.2 Maintains familiarity with changes in technology to advise Council.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Logical or scientific thinking ability to solve problems - abstract and concrete variables. Arithmetic, algebraic, and geometric calculations. Considerable knowledge of modern policies and practices of public administration; working knowledge of municipal finance, human resources, public works, public safety, and community development.

Skill in the operation of listed tools and equipment.

Ability to report, write, or edit articles for publication; interview, counsel, or advise people; evaluate technical data. Ability to communicate effectively, verbally and in writing with general public to hear concerns, work on solutions, public relations; with suppliers/vendors to make purchases, negotiate contracts; with community or trade/ professional or regulatory agencies to

ensure compliance and oversee construction projects. Ability to prepare and analyze comprehensive reports; ability to efficiently and effectively administer a municipal government.

Employee will be familiar with duties of job to do it well within 1 year.

**TOOLS AND EQUIPMENT USED:**

Calculator; telephone; Microsoft Office suite; copy machine.

**CONFIDENTIAL DATA:**

Confidential data includes personnel, economic development, contract negotiations, sales and purchase of property, litigation.

**ESSENTIAL PHYSICAL JOB REQUIREMENTS:**

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, employee constantly sits; grasps; holds; keyboards; uses repetitive movements; uses eye-hand coordination; hears; talks. Employee frequently reaches; uses the telephone; has contact with general public/customers; works alone. Employee occasionally stands; walks; drives motor vehicles; tastes or smells; stoops, kneels, crouches, or crawls; climbs stairs.

Employee must be able to occasionally lift up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, ability to adjust focus.

**ACCEPTABLE EXPERIENCE AND QUALIFICATIONS:**

The following elements serve to identify the required acceptable experience and qualifications:

1. Minimum education: Bachelor's degree in Public Administration or Business Administration, Master's degree preferred, and
2. Related work experience of 5 years, or
3. Any equivalent combination of education and experience.
4. Valid Wisconsin driver's license.

**STATEMENT OF WORKING CONDITIONS:**

The City of Platteville is a drug-free workplace.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, employee is constantly exposed to significant work pace/pressure in accomplishing multiple priorities and difficult tasks. Employee is frequently exposed to office noise; occasional temperature extremes when required to go outdoors. Employee is occasionally exposed to dirt inspecting job sites and dampness when outside the office on business.

**POSITION ACCOUNTABILITY:**

REPORTS TO: Common Council.

SUPERVISION EXERCISED: Police Chief, Public Works Director, Fire Chief, Library Director, Museum Director, Parks & Recreation Director, Community Planning & Development Director, Administration Director and Communications Specialist all report directly to the City Manager. Supervisory responsibilities include instructing, reviewing work, maintaining standards, allocating personnel, selecting new employees, assigning work, planning work of others, coordinating activities, acting on employee problems, recommending transfers/promotions of employees, recommending discipline, recommending discharge, recommending salary increases.

**SELECTION GUIDELINES:**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**CITY OF PLATTEVILLE VALUES**

Having a Positive Impact on Our Community • Treating our Customers with Care • Working Cooperatively Together • Doing Quality Work • Demonstrating Integrity on the Job • Showing Flexibility and a “Can Do Spirit” • Acting as Good Stewards of the City’s Resources • Ensuring Our Safety and the Safety of Others

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