



# City Administrator/Utilities Manager

<b>Department:</b> City Hall/Utilities	<b>FLSA Status:</b> Exempt
<b>Division:</b> Office of City Administrator/Utilities Manager	<b>Job Status:</b> Non-Bargaining Unit
<b>Reports to:</b> Common Council/Mayor	<b>Location:</b> City
<b>Prepared by:</b> City Administrator/Utilities Manager	<b>Approved by:</b> Plymouth Common Council
<b>Date:</b> April 18, 2020, Rev: January 2022	<b>Date:</b> January 11, 2022

## GENERAL DESCRIPTION

Pursuant to municipal code 2-3-20, this position serves as the chief administrative officer (CAO) of the City of Plymouth (including Plymouth Utilities) responsible to the Mayor and Common Council for the proper administration of business affairs of the city, pursuant to the statutes of the State of Wisconsin, the ordinances of the City of Plymouth, the resolutions and policies approved by the Common Council, and all other regulatory requirements. Position is responsible for handling various administrative functions as they relate to city policies, programs, and services and for handling the management functions of overseeing the operations of all city or utility departments. This position has significant field and administrative responsibilities along with continuous support and follow-up with department heads.

## JOB FUNCTIONS

The following duties and responsibilities are not to be construed as exclusive or all-inclusive. Other duties and responsibilities may be assigned and required, as determined by the Common Council.

### Examples of Essential Job Functions

#### Legislative & Intergovernmental

- Attends all Common Council and standing Committee meetings and assists the Mayor and Council as requested in the performance of their duties.
- Oversees the preparation of meeting agendas collaboratively with the Mayor, Council, and City Clerk, including the preparation of all supporting documents.
- Recommends, prepares and drafts policies as required, and coordinates with the City Attorney on ordinance and resolution drafting.
- Makes recommendations to the Mayor and Common Council on department policies, programs, services, and business matters.
- Remains aware and current relative to pending or recently enacted federal and/or state legislation that will impact the city and reports such matters to the Mayor and Common Council.
- Prepares various reports or memorandums required by the Mayor and/or Council on a timely basis to assist them in proper decision making, review of issues, and educating them on government matters.
- Serves as primary staff member responsible for intergovernmental relationships and as the public informational officer (PIO) for non-police or fire department issues. May serve as a backup PIO for police and fire as needed.
- Responsible for communication efforts of the city/utility through the issuance of press releases, website updates, public presentations and speeches, and social media.

#### Budget & Financial

- Responsible for development of all financial and budget policies, bond and debt financing including continuing disclosure requirements and compliance requirements, and providing oversight of city investment activity.
- Responsible for the preparation and development of the annual budget and capital improvement plan, with the collaboration of department heads, under the direction of the Mayor and Common Council.
- Makes capital funds allocation recommendations based on a regulatory, strategic, or priority approach.

- Acts on federal or state grant opportunities as authorized and leads the process in grant writing. Generally responsible for grant administration once grants are received.
- Reviews and approves annual audit, PSC annual report, TIF annual reports, Form C, Room Tax report, year-end financials for all funds, and other financial reports as compiled by staff.
- Approves the procedures and controls relative to the procurement of equipment, goods, and services along with internal controls.

### **Personnel**

- Supervises the Clerk/Deputy-Treasurer, Director of Public Works/City Engineer, HR Specialist, Utility Finance Manager, and Electrical Operations Manager.
- Oversees city contracted services such as services by the city attorney, building inspector, zoning administrator and assessor.
- Acts as HR coordinator reporting to the Finance & Personnel Committee. Responsible for appointments, promotion, and suspension/termination of employees delegating some authority to the HR Specialist and/or other staff.
- Recommends organizational design changes to the Mayor and Common Council for proper administration and service delivery.
- Provides oversight for all personnel and safety policies.
- Oversees the health insurance and benefits programs.
- Recommends changes to personnel policies for approval by the council.
- Conducts regular staff meetings with department heads and maintains open-door policy for all employees.
- Conducts performance reviews annually and oversees the confidential management of all personnel records.
- Responsible for labor negotiations for police union contract through coordination with police management, HR Specialist and the Finance & Personnel Committee.
- Manages the insurance needs of the city and serves as the city's chief risk manager.
- May serve as the CVMIC member representative or alternate, delegating the member representative responsibilities to the HR Specialist. Works with CVMIC on implementation of risk management initiatives and claims processing.

### **Planning & Economic Development**

- Assists in and coordinates the long-range plans and key objectives of the city including administration of the project plans for all tax incremental finance districts and the Comprehensive Plan.
- Responsible for coordinating the creation, update, revision, or amendment to the Comprehensive Plan.
- Works with the Zoning Administrator and Director of Public Works/City Engineer on zoning and development related matters.
- Responsible for the coordination of the business revolving loan fund(s) programs. Attends committee meetings.
- With the assistance of the City Attorney, responsible for the negotiation of development agreements. Monitors compliance with development agreements and reports non-compliance to the appropriate officials.
- Serves as the Executive Director of the Redevelopment Authority (RDA) and coordinates all efforts related to redevelopment. Attends RDA meetings. Supervises the Cheese Counter Manager.
- Serves on the Plymouth Chamber of Commerce board of directors and the Plymouth Industrial Development Corporation board. May serve on the Sheboygan County Economic Development Corporation.

### **Plymouth Utilities**

- Responsible for the overall management and control of the operations and property of the utility.
  - Works closely with the Electrical Operations Manager and Utility Finance Manager.
- Responsible for recommending utility rate strategy and adjustments as may be required for the financial stability of the electric, water, sewer, and stormwater utilities.
- Initiate and conduct studies to forecast future utility needs.

- Ensure electric, water, sanitary sewer and stormwater utility operations are in compliance with all city ordinances/policies and applicable Federal, State, Municipal statues, guidelines, rules, regulations and public utility principles/practices.
- Maintains an effective relationship with the customers and the public and represents the utility in matters of city affairs, civic affairs and state and national organizations.
- Oversees the process of utility complaints.
- Serves as Director on the WPPI Energy Board of Directors and communicates with staff and customers any future changes.

#### **OTHER DUTIES**

- Attends city meetings as requested by the Mayor and/or Council and other meetings outside of the office for public relations and intergovernmental affairs. Some travel is required.
- Assures high visibility with the citizens of Plymouth, shows interest and/or participation in local activities, and assumes a public relations role with audiences outside the city while promoting Plymouth's local government.
- Works outside normal office hours as necessary or requested by Mayor and/or Council.
- Maintains professional and technical competence by attending educational workshops; reviews professional publications; establishes professional networks; pursues membership and takes an active role in organizations that relate to the position of City Administrator/Utilities Manager.
- Other duties as assigned.

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

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures or government regulations. Ability to effectively present information and respond to questions from groups of committees, department heads, employees, businesses, citizens, and the general public.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Ability to work with calculators and computers and skills in using such computer software as: MS Word, MS Excel, MS Power Point, MS Access, MiViewPoint/Connect.

#### **EDUCATION AND TRAINING**

- Bachelor's degree in business or public administration, public policy, planning or closely related degree; an MPA or MBA is preferred.
- 5+ years of experience in municipal administration, OR an equivalent combination of education and experience that directly relates to the job responsibilities of the City Administrator/Utilities Manager.
- Remains current on all applicable recertification's/licenses currently held or obtained relating to the position of City Administrator/Utilities Manager.
- ICMA Credentialed Manager desired.
- Possesses and maintains a valid Wisconsin driver's license.

#### **WORKING CONDITIONS**

- Physical demands of this position include sitting, reaching with hands and arms, using hand to finger, talking, and hearing.
- Frequently required to handle or feel objects or controls and to stand, walk, kneel, or crouch.
- Frequently required to lift and carry up to 20 pounds and occasionally required to lift and carry up to 50 pounds.
- Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

- The noise level in the work environment is usually moderate, consistent with a business office with telephones, computers, printers, and light traffic.
- Upon appointment by the Common Council, the employee shall, within six months after commencement of employment, or following any required probationary period, whichever is later, establish and maintain residence within 15 miles of the corporate boundaries of the City of Plymouth, unless a waiver is given by the Common Council.

**Disclaimer:** The job description has been prepared to assist in evaluating various classes of responsibilities, skills, and working conditions. It indicates the kinds of tasks and levels of work difficulty required of the position. It is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. Nothing contained herein is intended or shall be construed to create or constitute a contract.