

**CITY OF LODI AND LODI UTILITIES
ADMINISTRATION DEPARTMENT
POSITION DESCRIPTION**

CITY ADMINISTRATOR

EXEMPT: Yes

GRADE: 9

GENERAL STATEMENT OF POSITION:

Under the direction of the Mayor, the City Administrator is the chief administrative officer for the city and directs all city operations in line with objectives and guidelines established by Common Council. The Administrator oversees all financial and administrative functions, personnel, public works and parks operations, electric, water and sewer utilities and police department operations. This position exercises general and administrative supervision over all City employees either directly or through subordinate supervisors and coordinates planning, engineering, building, insurance and legal activities.

DUTIES AND RESPONSIBILITIES:

The statements included in the Position Description reflect, in general, the duties and responsibility of this position and are not to be interpreted as being all-inclusive.

- Provides technical expertise, administrative coordination, and policy recommendations to the Mayor, Common Council, and all Commissions and Committees of the City.
- Attends Common Council, Public Works/Utility Committee, Finance & H/R Committee, Economic Development Committee, Public Safety Committee, Parks Committee and Plan Commission meetings; and other meetings as required.
- Serves as an innovator in the areas of strategic planning, budgeting, long term capital planning, software conversions, project management, and process improvement.
- Leads department heads as a team and acts as a liaison to ensure accurate and efficient communication between departments. .
- Serves as primary public contact for all matters related to administration; makes presentations at public hearings and informational meetings; meets with citizens and developers; follows up and resolves concerns.
- Oversees the preparation, and facilitates development of, the City budget, identifies bonding/refunding strategies and monitors expenditures in all operating, capital accounts and Tax Increment Districts.
- Ensures regulatory compliance.
- Establishes work programs, standards, policies and regulations for subordinate functions; coordinates between functions and other agencies; oversees the development and management of related records, including the City website.
- Supervises the management of subordinate personnel; manages the recruitment and selection of new employees, administers an employee evaluation system, maintains classification and compensation plan, and ensures proper skill development for staff.
- Maintains regular contact with City Attorney, Building Inspector, Zoning Administrator, Engineer, Assessor, WPPI (Wisconsin Public Power, Inc.); Towns, City, County, State, and Federal agencies.
- Coordinates the annual Audit.

TOOLS AND EQUIPMENT USED:

- Utilizes computers and related software including implementation of new technology conversions as needed.
- Proficient in Microsoft programs including but not limited to Word, Intermediate Excel, Access, Outlook, and accounting software, other City and Utility specific programs

CONFIDENTIAL DATA:

- This is a Confidential Position

CITY ADMINISTRATOR/ POSITION DESCRIPTION (continued)

- Maintain confidentiality of Health Insurance Portability and Accountability Act of 1996 (HIPPA) information and employee personnel records
- Access to, knowledge of, and/or participation in matters that deal with employer's strategy or position in employee relations.
- Contract administration, which may include settlements or interpretation of contractual language.
- Information being gathered in preparation for litigation.
- Maintain confidentiality between staff, citizens, and information processed through the work environment.

ESSENTIAL PHYSICAL JOB REQUIREMENTS:

The physical demands listed here are representative of those that must be met by an employee to successfully perform essential functions of the job where work is performed mostly in an office setting.

- While performing the duties of this position, the employee is regularly required to use hands, fingers, handle or feel objects, tools, or controls, and talk or hear.
- The employee is required to sit. The employee is occasionally required to stand, walk, reach with hand and arms, and stop, kneel, crouch, or crawl.
- Occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

ACCEPTABLE EXPERIENCE AND QUALIFICATIONS:

- Bachelor degree in accounting, finance, or business administration required.
- MBA, MPA or CPA preferred.
- A minimum of ten years' progressively responsible management experience in the public sector.
- Experience with economic development.
- Excellent interpersonal and communication skills are required.
- Knowledge of State Statutes and City ordinances that pertain to City administration.
- Current in accounting trends and intimate knowledge of Fund Accounting, Generally Accepted Accounting Principles and Governmental Accounting Standards Board pronouncements.
- Strong leadership and strategic planning skills.
- Strong organization skills and a pleasant and efficient manner for interaction with officials, management, staff and the public.
- Ability to make responsible independent judgment without immediate review.
- Experience with the Public Service Commission (PSC) reporting, PSC accounting, utility rate studies/increases, and other regulatory bodies' reporting.
- Extensive logical thinking related to computerization and software, including the Microsoft suite, software conversions, and other assorted databases.
- Proficient in reading, analyzing, and interpreting general business periodicals, professional journals, technical procedures, or governmental regulations.
- Skilled in writing reports, business correspondence, and procedural manuals.
- Effective presentation of information and response to questions from groups of managers, residents and the general public.
- Ability to accurately calculate and apply mathematical concepts such as fractions, percentages, ratios, proportions, probability, statistical inference, algebra and geometry to practical situations.
- Competence to define problems, collect data, establish facts, and draw valid conclusions.
- Self-directed ability to communicate findings, make recommendations, and facilitate change; comfortable working with individuals at all organizational levels.
- Ability to resolve conflicts and maintain harmonious working relationships throughout the organization and with property owners, business owners, developers, contractors, and the public.
- Ability to write a variety of documents, including correspondence, policies, proposals, grants, and other persuasive and informative materials.
- Coordinating city staff and information required for timely and accurate audit process

CITY ADMINISTRATOR/ POSITION DESCRIPTION (continued)

STATEMENT OF WORKING CONDITIONS:

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.

Work is performed primarily in an office setting and in community meeting rooms and exposure to whatever risks are present at those sites. The noise level is usually quiet.

POSITION ACCOUNTABILITY:

REPORTS TO: Mayor

SUPERVISION EXERCISED: Direct supervision of the City Clerk, Accounting Manager/Treasurer, Management Analyst and Director of Operations. General oversight of the Police Chief.

SELECTION GUIDELINES:

The Mayor and Council President shall determine the appropriate selection procedure for filling the vacancy. Selection procedures may include the administration of a written examination or actual performance testing; the pre-screening of applicants; formal interviews; physical testing and drug screening as appropriate; background and credit checks and information verification as appropriate.

5/17/2022 (Resolution 22-32)