

**CITY OF VERONA**

**PERSONNEL COMMITTEE**  
**THURSDAY, MARCH 31, 2016 – 7:00 P.M.**  
**VERONA CITY CENTER**  
**111 LINCOLN STREET**

**A G E N D A**

1. Call to order
2. Roll call
3. Approval of Minutes of the February 29, 2016 Personnel Committee Meeting
4. Discussion and Possible Action Re: Review of City Administrator Position Description
5. Discussion and Possible Action Re: Recruitment of City Administrator
5. Adjournment

Elizabeth Doyle  
Chairperson

POSTED:

Verona City Hall  
Verona Public Library  
Miller's Market  
City Web Page at [www.ci.verona.wi.us](http://www.ci.verona.wi.us)

IF YOU NEED AN INTERPRETER, MATERIALS IN ALTERNATIVE FORMATS, OR OTHER ACCOMMODATION TO ACCESS THE MEETING, PLEASE CONTACT THE CITY CLERK AT 845-6495 AT LEAST 48 HOURS PRECEDING THE MEETING. EVERY REASONABLE EFFORT WILL BE MADE TO ACCOMMODATE YOUR REQUEST.

**CITY OF VERONA**  
**MINUTES**  
**PERSONNEL COMMITTEE**  
**FEBRUARY 29, 2016**  
**VERONA CITY HALL**

1. The meeting was called to order by Elizabeth Doyle at 6:06 p.m.
2. Roll Call: Elizabeth Doyle, Heather Reekie. Absent (excused): Dale Yurs. Also present: Jon Hochkammer, Mayor; Brad Stiner, Alderperson; Luke Diaz, Alderperson; Bill Burns, City Administrator
3. Approval of the Minutes of the January 11, 2016 Personnel Committee Minutes: Motion by Reekie, seconded by Doyle, to approve the minutes of the January 11, 2016 Personnel Committee meeting. Motion carried 2-0.
4. Position Description and Recruitment Process for the Director of Public Works Position: Mr. Burns presented revisions to the position description and a recruitment plan for the Director of Public Works Director position. The Committee agreed with listing a Bachelor's degree as highly desired and a Master's degree or PE as preferred. Alderperson Diaz suggested adding a bullet point regarding environmental and fiscal sustainability to the recruitment materials. Members of the Committee agreed with this addition and were supportive of the recruitment timeline which targets a start date of early June to allow for about a month of planned overlap before the retirement of the current Director of Public Works around July 1. Motion by Doyle, seconded by Reekie, to approve the revisions to the position description and authorize staff to start the recruitment process for the Director of Public Works position.
5. Adjournment: Motion by Doyle, seconded by Reekie, to adjourn the meeting at 6:35 p.m. Motion carried 2-0.

Respectfully submitted,  
Bill Burns, City Administrator

**CITY OF VERONA  
POSITION DESCRIPTION**

**CITY ADMINISTRATOR**

**GENERAL STATEMENT OF POSITION:** The City Administrator serves as the Chief Administrative officer for the City responsible for the proper administration of all activities of the City. The Administrator serves under the general direction of the Mayor and Common Council.

**EXAMPLES OF WORK PERFORMED:** Examples of the specific tasks of the City Administrator include, but are not limited to, the following:

GENERAL

1. Carry out directives of the Mayor and Common Council which require administrative implementation, reporting promptly to the Mayor and Council any difficulties encountered herein;
2. Be responsible for the administration of all day-to-day operations of the city government including the monitoring of all city ordinances, resolutions, council meeting minutes and state statutes;
3. When necessary, establish administrative procedures to increase the effectiveness and efficiency of city government according to current practices in local government, not inconsistent with the directives of the Mayor and Council;
4. Serve as ex-officio non-voting member of all boards, commissions and committees of the city, except as specified by the Council or Wisconsin State Statutes;
5. Keep informed concerning current federal, state and county legislation and administrative rules affecting the city and submit appropriate reports and recommendations thereon to the Council;
6. Keep informed concerning the availability of federal, state and county funds for local programs. Assist department heads and the Council in obtaining these funds under the direction of the Mayor and the Council;
7. Represent the city in matters involving legislative and inter-governmental affairs as authorized and directed as to that representation by the Mayor and the Council;
8. Act as public information officer for the city with the responsibility of assuring that the news media are kept informed about the operations of the city and that all open meeting rules and regulations are followed;

9. Establish and maintain procedures to facilitate communication between citizens and city government to assure that complaints, grievances, recommendations and other matters receive prompt attention by the responsible official, and to assure that all matters are expeditiously resolved;
10. Assist the Mayor and Common Council in establishing city-wide goals and objectives.

#### RESPONSIBILITIES TO THE CITY COUNCIL

1. Attend all meetings of the Council, and attend other committee meetings upon request, assisting the Mayor and the Council as required in the performance of their duties;
2. Assist in the preparation of ordinances and resolutions as requested by the Mayor or Council, or as needed;
3. Keep the Mayor and Council regularly informed about the activities of the administrator's office by oral or written report at regular and special meetings of the council;

#### PERSONNEL

1. Be responsible for the administrative direction, supervision and coordination of all employees of the city according to the established organization procedures;
2. Recommend to the Council the appointment, promotion and when necessary for the good of the city, the suspension or termination of department heads with the approval by the Personnel Committee;
3. In consultation with the appropriate department head, be responsible for the assignment, promotion and when necessary for the good of the city, the suspension or termination of employees below the department head level with the approval of the Personnel Committee;
4. Serve as personnel officer for the city with responsibilities to see that complete and current personnel records, including specific job descriptions, for all city employees are kept; conduct written performance evaluations of department heads on an annual basis; ensure that department heads conduct written performance evaluations of their employees on an annual basis, recommend salary and wage scales for city employees not covered by collective bargaining agreements; develop and enforce high standards of performance by city employees; assure that city employees have proper working conditions; work closely with department heads to promptly resolve personnel problems or grievances;
5. Assist in labor contract negotiations and collective bargaining issues; prepare

analysis of existing and proposed contracts;

6. Work closely with department heads to assure that employees receive adequate opportunities for training to maintain and improve their job-related knowledge and skills and act as the approving authority for requests by employees to attend conferences, meetings, training schools, etc., provided that funds have been budgeted for these activities.

#### BUDGETING AND PURCHASING

1. Be responsible for the preparation of the annual city budget, in accordance with guidelines as may be provided by the City Council and in coordination with department heads, and pursuant to the state statutes, for review and approval by the Mayor, Finance Committee and Council;
2. Administer the budget as adopted by the council;
3. Supervise the accounting system of the city and insure that the system employs methods in accordance with current professional accounting practices;
4. Supervise the purchase of all materials, supplies and equipment for which funds are provided in the budget; receive bids or proposals for the purchase or contracts for the presentation to the Common Council for approval unless the taking of bids is waived by the Common Council;

#### PLANNING AND ECONOMIC DEVELOPMENT

1. Promote the economic well-being and growth of the city through public and private sector cooperation by administering planning and economic development;
2. Be responsible for the coordination and supervision of all negotiations with developers seeking annexation and rezoning and development and other land use issues;
3. Prepare an economic development plan for the city and re-evaluate this plan on a regular basis;
4. Serve as the director of Community Development with direct responsibilities for the coordination of planning and economic development;
5. Attend all Plan Commission meetings.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** The City Administrator must have the knowledge, skills and abilities to successfully carry out the duties described above.

**EDUCATION AND EXPERIENCE:** Graduation with a bachelor's degree in public administration or a related field and five years of progressively responsible experience working in a government organization. A graduate degree in public administration or related field is highly desirable.

**WORK CONDITIONS AND PHYSICAL REQUIREMENTS:** The City Administrator will spend 100% of his/her time in an office environment. The Administrator is required to be physically able to sit, stand and walk for extended periods.

**EQUIPMENT USED IN PERFORMING TASKS:** Computers, calculators, copiers, fax machines and other typical office equipment.

**ADDITIONAL REQUIREMENTS:** Must have a valid driver's license and use of a personal vehicle to perform the job when necessary.

**POSITION REPORTS TO:** The City Administrator reports to the Mayor and Common Council.