

PROFILE
City Administrator/Clerk-Treasurer
City of Wautoma, Wisconsin

Education and Experience

A bachelor's degree required, prefer masters, in public administration or a related field with a minimum of three years of public administration experience. Past local government experience of the individual must show positive performance in areas that include budgeting and finance, economic development and redevelopment, information technology, risk management, grants procurement and administration, community relationships, understanding of state laws, and other related matters including land use planning and zoning regulations. Prior city government experience preferred with a verifiable record of past accomplishments. Experience and knowledge in government accounting is desirable.

Skills and Past Performance

Administrative Ability. Must have demonstrated supervisory performance in a governmental agency having not less than 10 employees. Good communication skills are a must, including the ability to listen, communicate with various segments of the city, and develop good relations with the citizens of Wautoma. Person must be willing to devote the necessary time to achieve the goals and guidelines established by the Mayor and City Council. Knowledge of departmental organization and demonstrated leadership qualities are desirable.

Mayor and City Council Relations. Ability to take the time and interest in working with the Mayor and City Council to keep them informed and explain technical processes. Must adequately inform the Mayor and City Council on a regular basis so there are no surprises. Both written and oral communications with the Mayor and City Council are essential. The person must be able to accept constructive criticism and to implement needed changes. Candidate must be open and honest with the Mayor and City Council and able to present all sides of an issue that affect the city. The individual must be able to carry out the intentions and directions of the governing body enthusiastically.

Economic Development. Must have prior experience in industrial and commercial development of a city. This includes the redevelopment of older segments of the community as well as the preservation of the Central Business District.

Budget and Finance. Must have demonstrated prior experience in managing a city budget. Experience and expertise in planning and carrying out Capital Improvements is desirable, as well as positioning the city to receive state and federal grants.

Collective Bargaining/Human Resource Management. Must have knowledge of Wisconsin labor relations law, with preferred demonstrated ability in the collective bargaining process. Must demonstrate a personality that can communicate the city's goals and needs to employees.

Personal Qualities. Candidate must have integrity and demonstrated open and positive communication skills. Must demonstrate innovative techniques in improving city government. Candidate should present dynamic leadership skills with a collaborative style in carrying out Mayor and City Council policies. Must be able to demonstrate a positive, productive attitude to citizens of Wautoma. A strong work ethic demonstrating a commitment to public service is also desired.

Intergovernmental Relations. Must be able to relate to and develop a good working relationship with other local governments, county governments, community organizations, schools, and state and federal agencies.

Clerk-Treasurer Duties. In addition to administrative duties, Candidate must be knowledgeable and perform the statutory duties of City Clerk and Treasurer. This includes, but is not limited to, keeping records of meetings, supervising elections, and maintaining the city's financial system.