

City of Beaver Dam, Wisconsin
ADMINISTRATIVE COMMITTEE
Monday February 4, 2019
7:00 pm
MUNICIPAL BUILDING
ROOM 54

AGENDA:

1. Consider approval of the minutes from the January 21, 2019 Administrative Committee meeting.
2. Consider approval of a resolution granting a Tavern/Dance license to Ooga Brewery for the premises located at 301 S. Spring St.
3. Consider approval of a resolution granting beverage operator licenses.
4. Consider approval of a revised position description for the Director of Administration/City Clerk.
5. Authorize Mayor to move forward with filling the Director of Administration/City Clerk position.
6. Consider approval of modified work schedule for March and April, 2019 for the current Director of Administration/City Clerk.
7. Questions concerning invoices scheduled for Council approval.
8. Items for future agendas - for discussion only.

Posted: February 1, 2019
at 10:02 AM.

"A quorum of the Common Council may attend this meeting."

"Requests from persons with disabilities, who need assistance to participate in this meeting, or hearing, should contact the City Clerk's office at 887-4600, ext. 338, with as much advance notice as possible."

JOB TITLE:	DIRECTOR OF ADMINISTRATION – CITY CLERK		
REPORTS TO:	Mayor		
PRIMARY DEPT:	City Hall Mgt.	PAY TYPE:	Salaried Exempt
WORK PROFILE:	Department Head	PAY GRADE:	19
REVISED:	6/14/2008	BARG UNIT:	NR

JOB SUMMARY

Primary Job Elements:

- Responsible for all treasury and financial operations of the City
- Facilitates annual municipal audits
- Assures compliance with laws governing municipal financial and treasury operations
- Prepares reports for review by elected officials; advises officials on financial matters
- Staff Secretary to the Common Council and Administrative Committee
- Oversees general administrative functions of the ~~library, Community Activities and Services~~, Finance, and City Clerk operations, including supervision of same
- Manages the City's risk management program
- Oversees enterprise accounts; may participate in rate case preparation
- Coordinates debt issuance to meet City financing needs
- Prepares annual City budget per Administrative Committee direction
- Assist department managers with development of the annual budget
- G.O. and Revenue Debt payment scheduling
- Managing and reporting the financial activities of tax increment finance districts ensuring compliance with State Statutes
- Preparation of annual tax roll; coordinates with County Treasurer on tax roll matters.
- ~~Facilitates City voting operations; coordinates with County Clerk on election matters~~

Secondary Job Elements:

- Manages City contracts with vendors, suppliers, contractors, and bargaining units
- Facilitates City voting operations; coordinates with County Clerk on election matters
- Facilitates alcohol licensing
- ~~Prepares annual City budget per Administrative Committee direction~~
- May draft ordinance or resolution language
- Other duties as assigned

QUALIFICATIONS

Minimum Educational and Job Experience Requirements:

- Bachelor's degree in accounting, finance, or related field
- Five years' experience in broad municipal financial operations at a supervisory / managerial level
- Knowledge of state finance laws & public bonding
- Previous experience supervising represented as-well-as non-represented employees

Abilities Required:

- Ability to manage multiple priorities
- Ability to direct staff in an effective manner to achieve departmental goals
- Effectively work with elected officials to assure sound financial operations
- Also refer to the Director of Administration - City Clerk Physical Demands Form

A - 1



Working Job Description

CITY OF BEAVER DAM PHYSICAL DEMANDS FORM CLASS SPECIFICATIONS

POSITION TITLE: Director of Administration - City Clerk

AVERAGE # OF WORK HOURS PER DAY: 8

AVERAGE # OF WORK HOURS PER WEEK: 40

DATE COMPLETED: May 2008

COMPLETED BY: John Somers, Director of Administration

	None (0%)	Occasional (1-33%)	Frequent (34-66%)	Constant (66-100%)
1. Sitting (or remains stationary at a seated height)	_____	_____	___X___	_____
2. Standing (or remains stationary at a standing height)	_____	___X___	_____	_____
3. Walking (or moves by other means)	_____	___X___	_____	_____
4. Bending Over	_____	___X___	_____	_____
5. Climbing (or ascends/descends by other means)	_____	___X___	_____	_____
6. Reaching Overhead (or operates, attaches, collects, or adjusts by other means)	_____	___X___	_____	_____
7. Kneeling	_____	___X___	_____	_____
8. Pushing or Pulling:				
a. With Legs	_____	___X___	_____	_____
b. With Arms	_____	___X___	_____	_____
c. With Body	_____	___X___	_____	_____
9. Lifting or Carrying (moves or transports):				
a. 10 lbs. or less	_____	___X___	_____	_____
b. 11 to 25 lbs.	_____	___X___	_____	_____
c. 26 to 50 lbs.	_____	___X___	_____	_____
d. 51 to 75 lbs.	___X___	_____	_____	_____
e. 76 to 100 lbs.	___X___	_____	_____	_____
f. Over 100 lbs.	___X___	_____	_____	_____

	None (0%)	Occasional (1-33%)	Frequent (34-66%)	Constant (66-100%)
10. Repetitive Use of Foot				
a. Right Only	_____	<u> X </u>	_____	_____
b. Left Only	_____	<u> X </u>	_____	_____
c. Both	_____	<u> X </u>	_____	_____
11. Repetitive Use of Hands (or operates, attaches, collects, or adjusts by other means):				
a. Right Only	_____	_____	<u> X </u>	_____
b. Left Only	_____	_____	<u> X </u>	_____
c. Both	_____	_____	<u> X </u>	_____
12. Simple/Light Grasping:				
a. Right Only	_____	_____	<u> X </u>	_____
b. Left Only	_____	_____	<u> X </u>	_____
c. Both	_____	_____	<u> X </u>	_____
13. Firm/Strong Grasping:				
a. Right Only	_____	<u> X </u>	_____	_____
b. Left Only	_____	<u> X </u>	_____	_____
c. Both	_____	<u> X </u>	_____	_____
14. Uses Sight: (to detect, determine or distinguish)	_____	_____	_____	<u> X </u>
15. Uses Sense of Smell: (to detect, determine or distinguish)	_____	<u> X </u>	_____	_____
16. Talks and/or Hears: (to communicate, discuss or exchange information)	_____	_____	_____	<u> X </u>
17. Is the employee required to drive a car? If yes, please describe: _____			Yes _____	No <u> X </u>
18. Will the employee operate heavy equipment? If yes, please describe: _____			Yes _____	No <u> X </u>
19. Is the employee exposed to dust, gas or fumes? If yes, please describe: _____			Yes _____	No <u> X </u>
20. Exposure to changes in temperature or humidity? If yes, please describe: _____			Yes _____	No <u> X </u>

Describe the employee's specific shifts (including rotating) and/or the hours worked, any travel requirements, and overtime:

This employee will generally work first shift hours, Monday through Friday.

This employee will routinely attend night meetings.

This employee may be called to work outside of first shift hours if the need arises.

Additional comments:

Working Job Description



City of Beaver Dam, Wisconsin

Memo

To: Administrative Committee, Mayor
From: John Somers, Director of Administration
Date: February 1, 2019
Re: Director of Administration Altered Work Schedule

If the City is agreeable I would propose the following to assist with the transition to a new Director of Administration:

- For the Month of February I will continue working my current schedule.
- Beginning in March I will continue working for the City before 8:00 am and after 5:00 pm on weekdays and however many hours are necessary on weekends to help with the day to day work as well as to help prepare for things such as the 2018 audit, the April election, the 2019 Board of Review, etc.
- I will also compile information for my successor and assist with the hiring process if requested.
- I will continue to assist in this manner for as long as it takes for the City to find my replacement or April 30th whichever comes first.