

Please direct all communications to Attorney Nathan K. Miller at the Wausau Office.
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July 14, 2023

RE: City Administrator/Utilities Manager Application Process

To Interested Applicants:

Please submit your resume, a cover letter including your desired salary, and a list of professional references to Nathan Miller at nmiller@weldriley.com or by mail to Weld Riley, ATTN Nathan Miller, 500 Third Street, Suite 800, Wausau, WI 54403. The deadline for submitting applications is August 4, 2023, at 4:30 p.m. The City of Cumberland's City Administrator/Utilities Manager Job Description can be found below.

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City Administrator/Utilities Manager Job Description

Department:	City Administrator/Utilities Manager	FLSA Status:	Exempt
Division:	Office of City Administrator/ Utilities Manager	Job Status:	Non-Bargaining Unit
Reports to:	Common Council/Mayor	Location:	City Hall
Prepared by:	City Administrator/Utilities Manager	Approved by:	Cumberland Common Council
Date:	May 25, 2023 (Drafted)	Date:	July 14, 2023

General Description:

Pursuant to Municipal Code Section 1.011, this position serves as the chief administrative officer (CAO) of the City of Cumberland (including Cumberland Utilities) reporting 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 Cumberland, 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, 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 Common Council as requested in the performance of their duties.
- Oversees the preparation of meeting agendas collaboratively with the Mayor, Common Council, and City Clerk, including the preparation of all supporting documents and notices.
- Ensures all open meeting and public records laws are followed.
- 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.
- Supervises and administers the City's day-to-day operations and implements policies set forth by the Mayor and the Common Council.
- Monitors 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, related to the City Administrator Office, personnel, and financials, and others as may be 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 non-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 in the development and implementation 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 and also responsible for grant administration.

- Supervises the accounting system of the City and ensures the system employs methods in accordance with current professional accounting practices.
- 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.
- Approves the procedures and controls relative to the procurement of equipment, goods, and services along with internal controls.
- Confirms City is operating to meet financial goals including debt management, property tax rates, and utility user rates.
- Ensures analysis of capital acquisitions (needs assessment, alternatives analysis, and/or financing options).

Personnel

- Complete authority, management, and responsibility to direct and control all departments according to the established organizational procedures of the City and State Statute.
- Oversees City contracted services such as services by the City Attorney and other similar contractual relations.
- In consultation with the Mayor and the Common Council, shall be responsible for the appointment, promotion, and when necessary for the good of the City, suspension or termination of employees, except employees selected by Boards, Committees, and Commissions as defined in the State Statutes.
- Recommends organizational design changes to the Mayor and Common Council for proper administration and service delivery.
- Provides oversight for all personnel and safety policies and responsible for updating the City's Personnel Handbook.
- Oversees the health insurance and benefits programs.
- Conducts regular staff meetings with department heads and maintains open-door policy for all employees.
- Conducts performance reviews in conjunction with department heads annually and oversees the confidential management of all personnel records.
- Responsible for labor negotiations for police union contract through coordination with police management, the Mayor, and City Attorney's office.
- Participates in the employee grievance process as defined by various contracts and the City Personnel Handbook.
- Manages the insurance needs of the City and serves as the City's chief risk manager.
- May serve as the Cities & Villages Mutual Insurance Company (CVMIC) member representative or alternate. 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, Director of Public Works, and City Engineer on zoning and development related matters.
- Responsible for the coordination of the business revolving loan fund(s) programs.
- With the assistance of the City Attorney, responsible for the negotiation of development agreements and monitors compliance with development agreements and reports non-compliance to the appropriate officials.
- Serves on the Cumberland Chamber of Commerce board of directors.

Cumberland Utilities

- Responsible for the overall management and control of the operations and property of the utility.
- Responsible for working with utility staff regarding 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 statutes, 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.

Other Duties

- Travel and attend City meetings as requested by the Mayor and/or Common Council and other meetings outside of the office for public relations and intergovernmental affairs. Some travel is required.
- Assures visibility with the citizens of Cumberland, shows interest and/or participation in local activities, and assumes a public relations role with audiences outside the City while promoting Cumberland's local government.
- Establishes and administers procedures to facilitate communication between citizens and City government.
- Investigates and/or responds promptly to citizen inquiries, complaints, grievances, and recommendations.
- Establishes procedures for monitoring and assessing citizen satisfaction with City services and programs.

- Works outside normal office hours as necessary or requested by Mayor and/or Common 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 are related to the position of City Administrator/Utilities Manager.
- Other duties as assigned by the Mayor and/or Common Council.

Education and Training

- Bachelor's degree in business or public administration, finance, public policy, planning or closely related degree; an MPA or MBA is preferred. Background in finance also 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 recertifications/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, but are not limited to, walking, sitting, and traditional office work.
- 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 fifteen (15) miles of the corporate boundaries of the City of Cumberland, unless a waiver is given by the Common Council.
- Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.