



CITY ADMINISTRATOR

City of De Pere, Wisconsin



About De Pere, WI

De Pere, Wisconsin offers an exceptional quality of life for the more than 25,000 people who call our city home. Located five miles south of Green Bay, the City of De Pere is a dynamic, forward-thinking community on the banks of the historic and industrious Fox River and is consistently ranked as one of the top places to live in Wisconsin and is a prominent part of the overall Green Bay metropolitan area which is consistently ranked as one of the best places to live in the United States.

Our two high-quality school districts and safe neighborhoods foster considerable community pride among residents. De Pere is also known for its strong support of local business and industry, access to topnotch health care facilities and our proximity to major sports and entertainment, as well as our award-winning and charming downtown.

De Pere's unique downtown, which spans both sides of the fox river, offers high-quality dining, shopping, and entertainment, where historic buildings and a world-class liberal arts college thoughtfully blend with new developments and public art.

And no matter the season, there's always something to do in De Pere – from our lively summer farmers market and holiday gatherings, to community events like Celebrate De Pere and Beer Gardens. Outdoor lovers will also find ample access to fishing, trails and nature in our City, as well as premiere parks and recreation facilities to enjoy year-round.

Whether you're visiting, finding space to open a business, or putting down permanent roots to live or work here, there is something for everyone in our vibrant city.



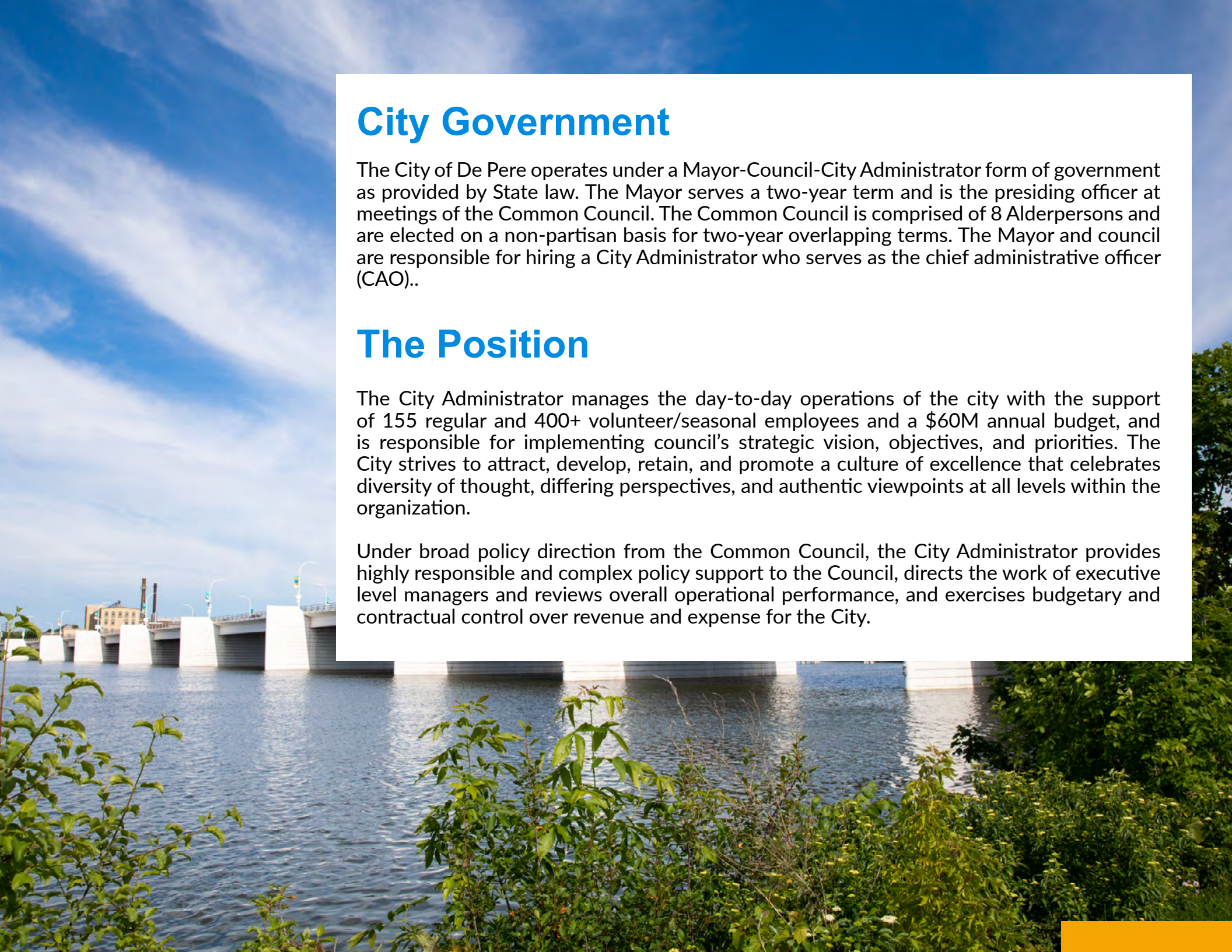
City Government

The City of De Pere operates under a Mayor-Council-City Administrator form of government as provided by State law. The Mayor serves a two-year term and is the presiding officer at meetings of the Common Council. The Common Council is comprised of 8 Alderpersons and are elected on a non-partisan basis for two-year overlapping terms. The Mayor and council are responsible for hiring a City Administrator who serves as the chief administrative officer (CAO)..

The Position

The City Administrator manages the day-to-day operations of the city with the support of 155 regular and 400+ volunteer/seasonal employees and a \$60M annual budget, and is responsible for implementing council's strategic vision, objectives, and priorities. The City strives to attract, develop, retain, and promote a culture of excellence that celebrates diversity of thought, differing perspectives, and authentic viewpoints at all levels within the organization.

Under broad policy direction from the Common Council, the City Administrator provides highly responsible and complex policy support to the Council, directs the work of executive level managers and reviews overall operational performance, and exercises budgetary and contractual control over revenue and expense for the City.





Essential Functions and Responsibilities:

- Direct and coordinate administration of all City government activities; manage operation and general office of City Hall.
- Perform duties of Comptroller as defined in Section 62.09(10), Wisconsin Statutes.
- Manage the financial affairs of the City. Prepare financial analyses of operations. Recommend major economic objectives and policies.
- Direct preparation of reports outlining City's financial position in areas of revenue of expenses. Direct audits of City's accounts and preparation of comprehensive annual financial report.
- In cooperation with the Finance Director, financial consultant and bond counsel, prepares for issuance and sale of general obligation and revenue bonds as directed by the City Council.
- Perform duties of Purchasing Agent, managing the supervision of all purchases of materials, supplies, equipment, and services for all departments.
- Ensure enforcement of State laws, local ordinances, and other regulations pertaining to municipal operations.
- In conjunction with City Council, develop, monitor, and communicate the implementation phases of the City's strategic plans to ensure that long range goals and objectives are met.
- Provide recommendations for the development of policy by the City Council.
- Advise the City Council on major policy issues, reports on financial status and general operating conditions, and recommends legislation and policies required in the public interest.
- Ensure efficient and effective implementation of policy.
- Participate in the interview and selection process of department heads and other new employees as needed. Provide training and instructions. Assign and review work and prepare performance check-ins.
- Delegate responsibility to senior staff and monitor their performance. Address day-to-day issues and questions; initiate employee recognition, promotion, disciplinary action, and discharge processes as necessary and appropriate.
- Provide leadership and management to all assigned staff. Supervise the work of and monitor and evaluate on-going performance of staff members; assess and make recommendations of training needs.
- Approve per City policy, salaries, wages, and working conditions for non-represented employees. Assist departments in labor relation matters regarding discipline, terminations, grievances, and complaints.

Essential Functions and Responsibilities Cont:

- Remove any officer or employee, if necessary, in accordance with the City Code and Policy.
- Direct the executive management team and align program and practices with the strategic plan, mission, vision, and goals.
- Establish general direction and primary goals for operating departments and cause the development of related work plans, operating budgets and capital improvement plans; manage the preparation of the annual budget for the Mayor for submission to the Finance and Personnel Committee and City Council and report to the Mayor and City Council regarding the current status of the budget.
- Investigate and advise the Mayor and Common Council of the availability of local, State, and Federal funds and assist department heads on the procurement of such funds.
- Respond to Council inquiries regarding matters related to the City and ensure that Council directives are carried out.
- Conduct research and procedural/administrative studies and prepare reports of proposed solutions or recommended courses of action.
- Interact frequently with elected officials, staff, citizens, and others to interpret and implement policy directives.
- Respond to citizen inquiries and requests for service.
- Represent the City in discussions and negotiations with other governmental entities.
- Meet with business and industrial representatives regarding development in the City. Direct and participate with Development Services Director in negotiations involving economic development.
- Promote and create opportunities for economic development.
- Communicate with and respond to the media.
- Perform special assignments as requested, to include researching and preparing reports and projects, developing and implementing programs, and presenting technical data to elected officials and other interested parties.
- Represent the City at various functions such as marketing speeches at civic and business associations, meeting with influential persons within the community, developers, officials, citizens, and representative of the press, to establish goodwill and resolve/respond to issues.



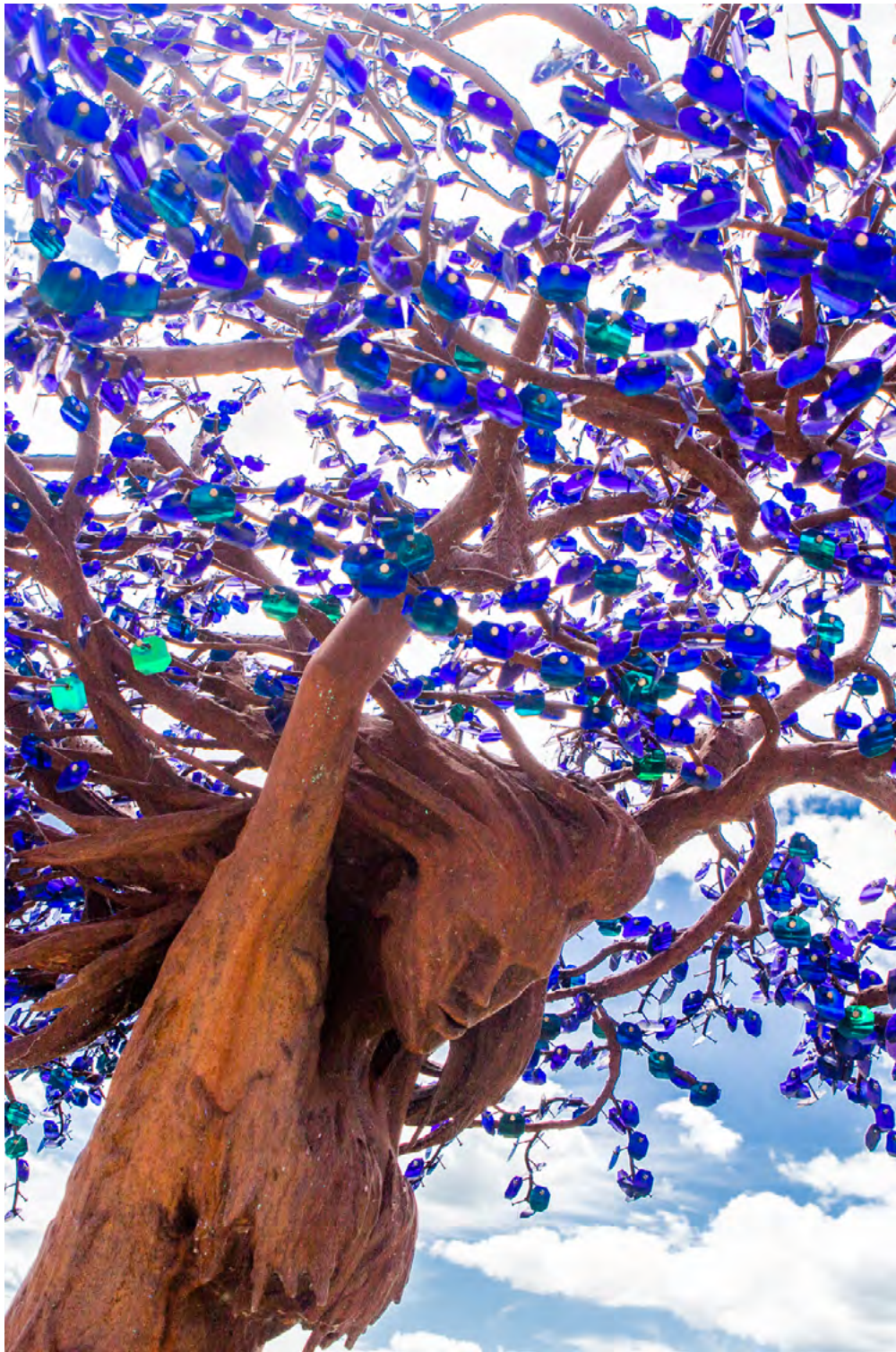
Knowledge and Abilities

Knowledge of:

- Local government management and business theory, practice and administration in order to oversee the planning and implementation of all City functions; to prepare reports/analyses, policies and budgets.
- State and local government legislative procedures.
- Theory, principles and practices of economic, community development, finance, marketing and general business administration.
- Basic principles and practices of planning, basic design and construction standards and methods, codes, ordinances, regulations and standards governing City projects.
- Community dynamics including intergovernmental relations, civic organizations, and special interest groups.
- Principles and practices of modern management, public administration, municipal finance and budgeting, accounting, public policy development, and community/public relations.
- Principles, procedures, and techniques of labor contracts and negotiations.
- Principles and practices of fiscal and project management and techniques utilizing strategic short to long-range planning principles..

Ability to:

- Interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
- Able to analyze and prepare budgets, schedules, reports, policy and procedures, and business correspondence.
- Communicate effectively both orally and in writing with business representatives, elected officials, department heads, the public, and other City employees with courtesy and tact.
- Develop and maintain effective working relationships with staff and the public.



Education and Experience

Qualified candidates will have a Master's degree from an accredited college or university in Public Administration, and a minimum of ten (10) years of progressively responsible experience in administration of city government including experience in personnel administration and labor relations. A combination of education and experience may be considered. ICMA Credentialed Manager status is preferred.

The Ideal Candidate

It's essential for the successful candidate to work closely with the Common Council to carry out City-wide initiatives and set the tone and vision for City employees. The Common Council will rely heavily on the expertise, judgment, and recommendations of the City Administrator so this individual should possess strong knowledge of public administration principles and have experience in redevelopment, economic development, and infrastructure.

The ideal candidate will be a community-oriented leader with proven experience in building and maintaining a broad spectrum of relationships with the Common Council, staff, stakeholders, and the community to ensure that a common vision is enacted and supported.

The ideal candidate should have strong collaboration and team-building skills; advanced written and oral communication skills are imperative. The ideal candidate must have the capacity and interest to be an effective mentor and leader for staff and be able to adhere to the highest ethical and moral standards and be able to display transparency.

Salary

The City of De Pere is offering a competitive salary commensurate with experience and an outstanding benefits package that includes medical, dental and vision insurance, wellness program, participation in the Wisconsin Retirement System pension plan (6.95% employee contribution) with (6.95% employer match), vacation leave, floating holidays, administrative time, sick leave, paid holidays, tuition reimbursement, Health Reimbursement Arrangement, employee assistance, basic life insurance (optional supplemental life insurance), long term disability, and 457 deferred compensation. Relocation assistance will also be available for the successful out-of-area candidate.

How To Apply

Applicants should forward a cover letter and resume to:

resumes@affionpublic.com

Reference: DEPERECA

Affion Public
PO Box 794
Hershey, PA 17033
888.321.4922
www.affionpublic.com



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The City of De Pere is an Equal Opportunity Employer.

