

JOB DESCRIPTION
TOWN OF LA POINTE
TOWN ADMINISTRATOR

The administrator, subject to the limitations defined in resolutions and ordinances of the Town of La Pointe and Wisconsin State Statutes, shall be the administrative officer of the Town, responsible only to the Board for the proper administration of the business affairs of the Town, pursuant to the statutes of the State of Wisconsin, the ordinances of the Town of La Pointe, and the resolutions and directives of the Board, with power and duties as follows:

(A) GENERAL DUTIES

1. Carry out directives of the Board which require administrative implementation, reporting promptly to the Board any difficulties encountered herein,
2. Be responsible for the administration of all day-to-day operations of the Town government including the monitoring of all Town ordinances, resolutions, Board meeting minutes and State Statutes.
4. Establish when necessary administrative procedures to increase the effectiveness and efficiency of Town government according to current practices in local government, not inconsistent with the directives of the Board.
5. Serve as staff liaison for all boards, commissions and committees of the Town, except as specified by the Board or Wisconsin State Statutes, and as liaison for the Town with the Sanitary District;
6. Keep informed concerning current federal, state, and county legislation's and administrative rules affecting the Town and submit appropriate reports and recommendations thereon to the Board;
7. Keep informed concerning the availability of federal, state and county funds for local programs. Assist department heads and the Board in obtaining these funds under the direction of the Board;
8. Represent the Town in matters involving legislative and inter-governmental affairs as authorized and directed as to that representation by the Board; also serves as primary staff contact to Town's attorneys.
9. Establish and maintain procedures to facilitate communications between citizens and Town government to assure that complaints, grievances, recommendations and other matters receive prompt attention by the responsible official, and to assure that all such matters are expeditiously resolved;
10. Promote the economic well being of the Town through public and private-sector cooperation.

(B) RESPONSIBILITIES TO THE TOWN BOARD

1. Attend all meetings of the Board, assisting the Board as required in the performance of its duties;
2. In coordination with the Town Chairman and the Board and the Town Clerk, ensure that appropriate agendas are prepared to all meetings of the Board, all Board committees, and all other appropriate committees and commissions of the Town, together with such supporting material as may be required; with nothing herein being construed as to give the administrator authority to limit or in any way prevent matters from being considered by the Board, or any of its committees and commissions.
3. Assist in the preparation of ordinances and resolutions as requested by individual Supervisors or the Board, or as needed;
4. Keep the Board regularly informed about the activities of the administrator's office by written monthly report in advance of regular and special meetings of the Board;

(C) PERSONNEL

1. Be responsible for the administrative direction and coordination of all employees of the Town according to the established organization procedures;
2. Recommend to the Board the appointment, promotion, and when necessary for the good of the Town, the suspension or termination of department heads;
3. In consultation with the appropriate department head, recommend to the Board the appointment, promotion, and when necessary for the good of the Town, the suspension or termination of employees below the department head level;
4. Serve as personnel officer for the Town with responsibilities to see that complete and current personnel records, including specific job descriptions, for all Town employees are kept, evaluate in conjunction with department heads the performance of all employees on a regular basis; approve vacation and sick day requests; recommend salary and wage scales for Town employees; assure that Town employees have proper working conditions; work closely with department heads to promptly resolve personnel problems or grievances.
5. 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.

(D) BUDGETING AND PURCHASING

1. Be responsible for the preparation of the annual Town budget, in accordance with guidelines as provided by the Town Board and in coordination with department heads, and pursuant to State Statutes, for review and approval by the Board;
2. Administer the budget as adopted by the Town Board.
3. Report regularly to the Board on the current fiscal position of the Town;
4. Supervise the accounting system of the Town and insure that the system employs methods in accordance with current professional accounting practices; also involved in preparation for annual Financial Year End Audit and other audits, such as Work Comp Audit.
5. Serve as the purchasing agent for the Town, supervising all purchasing and contracting for supplies and services, subject to the purchasing procedures established by the Board and any limitation contained in the Wisconsin Statutes;

(E) PUBLIC WORKS AND PLANNING DEVELOPMENT

1. Be responsible for monitoring development activity, providing appropriate information on planning regulations and principles, and coordinating activities of the Town Board, Community and Public Works Planning Committee (CAPP), Town Plan Commission and Sanitary District; and,
2. Serve as coordinator of public works activities of the Town.