

1. 7:00 A.M. Agenda

Documents: [PER_20150304_AG.PDF](#)

2. Complete Packet

Documents: [PER_20150304_PK.PDF](#)



Administrative Offices
5520 Lacy Road
Fitchburg, WI 53711-5318
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www.fitchburgwi.gov

**AGENDA
PERSONNEL COMMITTEE
March 4, 2014
7:00 A.M.
CITY HALL**

NOTICE IS HEREBY GIVEN that the Fitchburg Personnel Committee will meet at 7:00 A.M. on Wednesday, March 4, 2015 in the Meeting Room at City Hall, 5520 Lacy Road to consider and act on the following:

1. Call to order
2. Approval of Minutes of the December 11, 2014 meeting.
3. Discussion, Consideration, and Approval of documents related to the City Administrator Recruitment and Selection Process
 - a. Review of Community Survey Results
 - b. Approval of Position Description
 - c. Approval of Recruitment Profile
 - d. Approval of Selection Committee Members
 - e. Approval of Recruitment and Selection Timeline
4. Announcements – Schedule next meeting
5. Adjournment

City of Fitchburg
Personnel Committee
DRAFT Minutes
Thursday, December 11, 2014

Members Present: Becky Baumbach, Carol Poole
Absent With Excuse: Dan Carpenter
Also Present: Tony Roach, City Administrator; Lisa Sigurslid, Human Resources
Manager; Katie McCloskey, Carlson Dettmann Consulting; Charlie
Carlson, Carlson Dettmann Consulting

Mark Hodel, Jöhren Frydenlund, Ryan Jesberger, Lisa Sanford, Rob
Wipperfurth, Jason Anderson, Cory Horton, Mike Mahal, Andy
Shackleton, Steve Droster, Tim Shackleton

1. Call to Order – The Personnel Committee Meeting was called to order by Becky Baumbach at 5:35 p.m.
2. Approval of Minutes of the September 22, 2014 Meeting
 - a. Motion by Poole to approve the personnel committee minutes. Motion carried.
3. Discussion Consideration, and possible approval of classification appeals related to the following positions:
 - a. Executive Assistant
 - a. *Sanford explained rationale for appeal and answered questions*
 - b. *Consultants provided justification for recommendation to deny the appeal and answered questions*
 - c. *Motion by Poole to affirm the recommendation of Carlson Dettmann Consulting.*
 - d. *Motion Carried*
 - b. Human Resources Specialist
 - a. *Sigurslid explained rationale for appeal and answered questions*
 - b. *Consultants provided justification for recommendation to deny the appeal and answered questions*
 - c. *Motion by Baumbach to affirm the recommendation of Carlson Dettmann Consulting.*
 - d. *Motion Carried.*
 - c. City Clerk
 - a. *Roach explained rationale for appeal and answered questions*
 - b. *Consultants provided justification for recommendation to deny the appeal and answered questions*
 - c. *Motion by Baumbach to affirm the recommendation of Carlson Dettmann Consulting.*
 - d. *Motion Carried.*

d. Deputy City Clerk

- a. *Sigurslid explained rationale for appeal and answered questions*
- b. *Consultants provided justification for recommendation to deny the appeal and answered questions*
- c. *Motion by Poole to affirm the recommendation of Carlson Dettmann Consulting.*
- d. *Motion Carried.*

e. Urban Forester

- a. *Sigurslid explained rationale for appeal and answered questions*
- b. *Consultants provided justification for recommendation to deny the appeal and answered questions*
- c. *Motion by Poole to affirm the recommendation of Carlson Dettmann Consulting.*
- d. *Motion Carried.*

f. Police Telecommunicators

- a. *Consultants provided justification for recommendation to deny the appeal and answered questions*
- b. *Motion by Baumbach to affirm the Carlson Dettman Consulting recommendation.*
- c. *Motion Carried.*

g. Police Sergeants

- a. *Jesberger explained rationale for appeal and answered questions*
- b. *Consultants provided justification for recommendation to deny the appeal and answered questions*
- c. *Motion by Baumbach to affirm the Carlson Dettman Consulting recommendation.*
- d. *Motion Carried.*

Poole noted that there is an ongoing concern regarding the 120% cap and compression and that the Personnel Committee will be looking at that in the next years.

h. Public Works Maintenance Worker – Parks

- a. *Mahal, Frydenlund and Horton explained rationale for appeal and answered questions*
- b. *Consultants provided justification for recommendation to deny the appeals and answered questions*
- c. *Motion by Baumbach to uphold the recommendation for the Park Maintenance worker (Mahal, Shackleton, Staszak) positions - Parks.*

d. *Motion Carried.*

Baumbach and Poole noted that Management needs to look at pay differentials for specialized skill sets for public works operation staff in cooperation with staff. Present in time for 2016 budget consideration.

i. **Manager of Building Inspections**

- a. *Committee reviewed memo submitted by Crook*
- b. *Roach and Horton provided information and answered questions*
- c. *Consultants provided justification for recommendation to deny the appeal and answered questions*
- d. *Motion by Poole to affirm the recommendation of Carlson Dettmann Consulting.*
- e. *Motion Carried.*

j. **Public Works Maintenance Worker – Streets**

- a. *Anderson explained rationale for appeal and answered questions*
- b. *Consultants provided justification for recommendation to deny the appeal and answered questions*
- c. *Motion by Baumbach to uphold the classification of Carlson Dettmann consulting*
- d. *Motion Carried.*
- e. *Motion by Baumbach to uphold the classification of Carlson Dettmann consulting for the appeal submitted by Droster.*
- f. *Motion Carried.*

k. **Public Works Maintenance worker – Streets (Mechanic responsibilities)**

- a. *Wipperfurth explained rationale for appeal and answered questions*
- b. *Horton and Hodel provided additional information and answered questions*
- c. *Consultants provided justification for recommendation to approve the appeal and answered questions*
- d. *Motion by Baumbach to consider mechanic pay under a plan to be developed by the department as provided in h. above, and the base pay of the position is retained at grade D.*
- e. *Motion Carried.*
- f. **Consideration and possible approval of mechanic differential pay
No separate action necessary**

4. **Discussion, consideration, and approval of pay plan implementation and administration procedures.**

- a. *Roach and Sigurslid reviewed the recommendations and answered questions*
 - b. *Motion by Poole to approve the Pay Plan Implementation and Administration Procedures.*
 - c. *Motion Carried*
5. Discussion, consideration and approval of pay plan implementation exceptions.
 - a. *Roach and Sigurslid reviewed the recommendations and answered questions*
 - b. *Poole moved approval of pay exception for Sergeant and Lieutenant classifications to exceed the 120 percent maximum in 2015*
 - c. *Motion Carried.*
 - d. *Poole moved approval of pay exception for Sgt. Jesberger*
 - e. *Motion Carried.*
 - f. *Poole moved approval of pay exception for Andy Shackleton.*
 - g. *Motion Carried.*
 - h. *Horton presented recommendation for special consideration for Jason Anderson*
 - i. *Poole moved to provide Jason Anderson with an increase of 4.7 percent in 2015 and 6.4 percent 2016, in lieu of the current pay plan progression*
 - j. *Motion carried*
6. Discussion, consideration, and approval of Fire Department Paid On-Call pay structure.
 - a. *Sigurslid reviewed the pay structure recommendation and answered questions*
 - b. *Baumbach moved approval of the POC salary proposal.*
 - c. *Motion Carried.*
7. Update on Pay for Performance program.

Roach and Sigurslid provided the committee with an update on progress made by the work group in regards to the pay for performance program. The group is currently working on developing City Core Values.
8. Announcements – next meeting (TBD)
9. Adjournment

Motion by Baumbach to adjourn at 8:28 p.m.



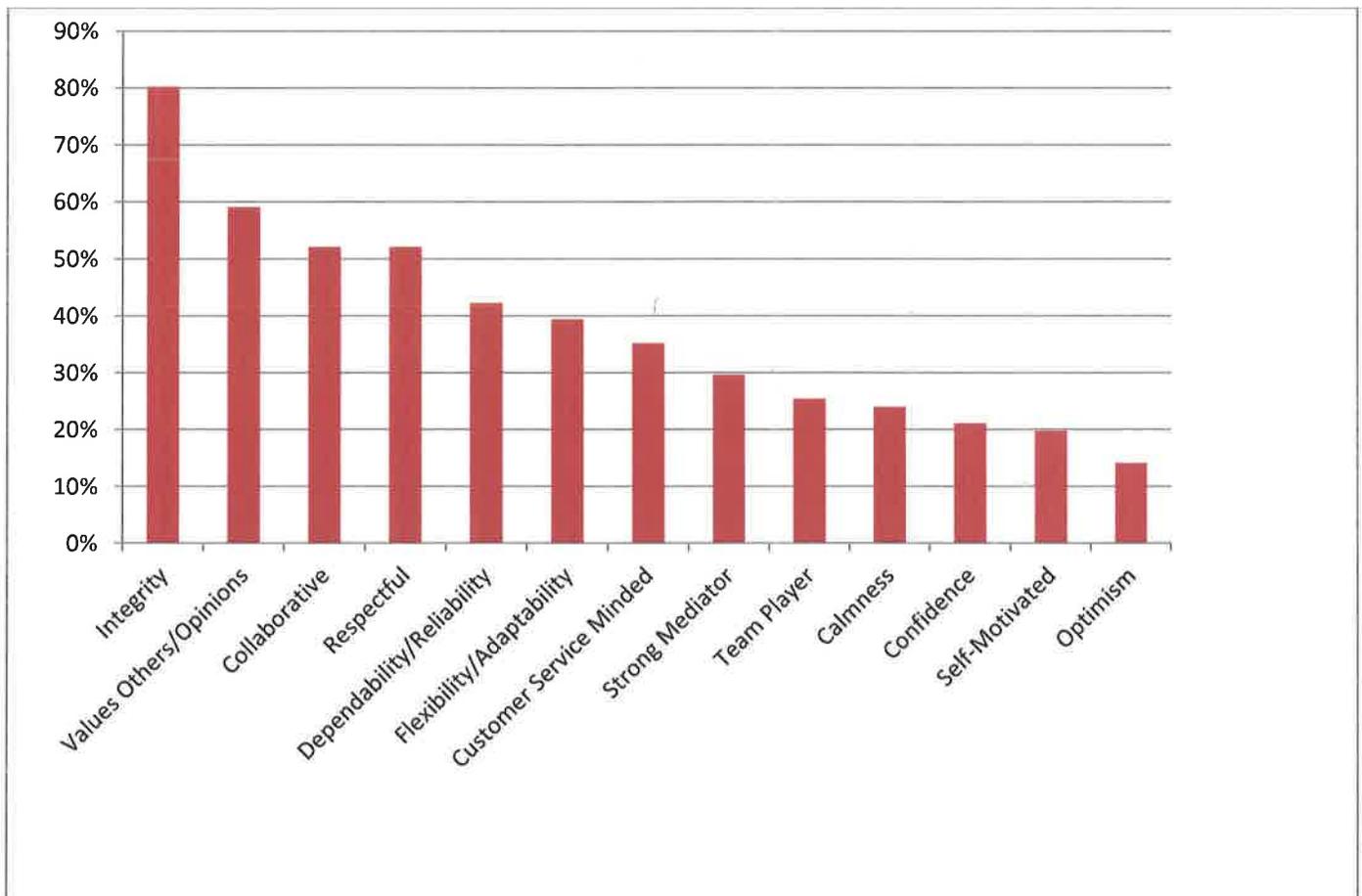
City Administrator Survey Results

Thursday, February 26, 2015

At the Committee of the Whole meeting on January 28, 2015 the City Council expressed an interest in soliciting feedback from members of the community regarding the traits, qualities, and characteristics they felt were important in selecting the City's next Administrator. The survey consisted of three sections: personal characteristics, business characteristics, and comments. What follows are the results of the survey as of Thursday, February 26, 2015. In the event additional responses are received that significantly change the results an updated report will be provided at the Personnel Committee meeting on March 4, 2015.

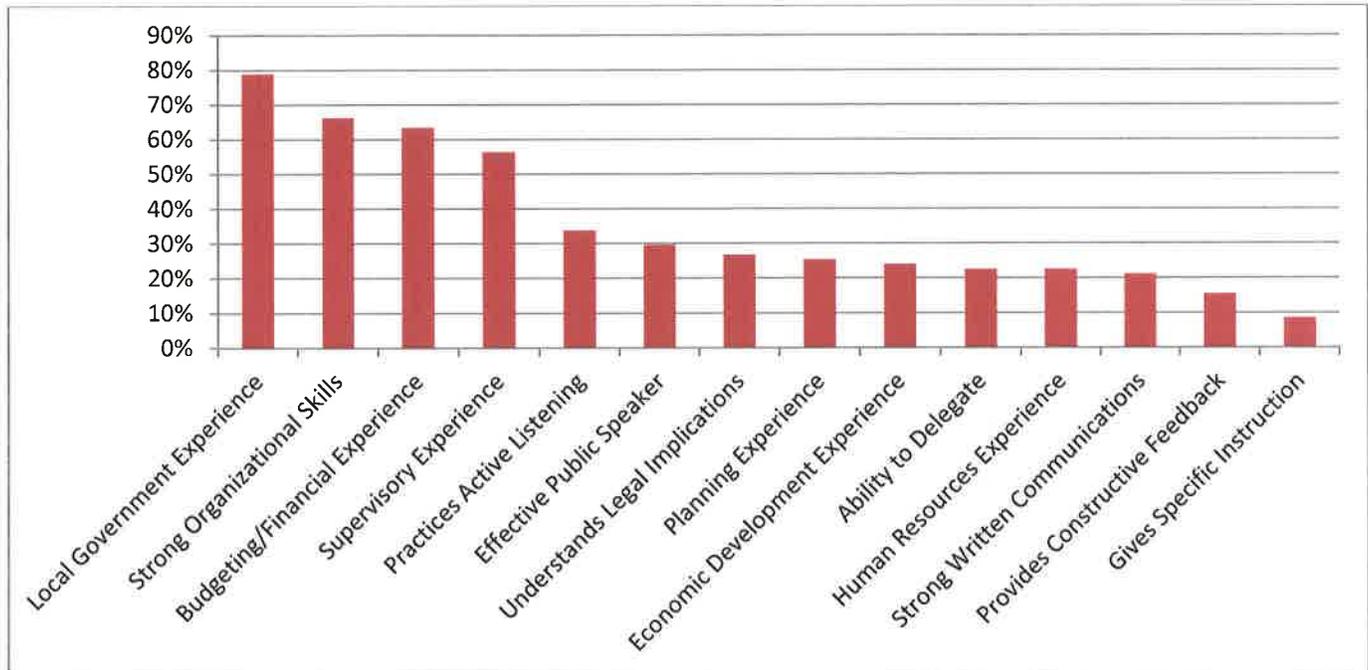
Section 1: Personal Characteristics

This section asked respondents to select the personal qualities they felt were most important for a City Administrator. Of the 71 responses, four characteristics stand out, each being selected by more than half of the respondents. They are: Integrity (80%), Values Others/Opinions (59%), Collaborative (52%), and Respectful (52%).



Section 2: Business Characteristics

Section two of the survey was similar to section one, again asking respondents to select the most appropriate characteristics. This section focused on a potential candidates work background and experiences. Again, there were four characteristics that rose to the top: Local Government Experience (79%), Strong Organizational Skills (66%), Budgeting/Financial Experience (63%), and Supervisory Experience (56%).



Section 3: Comments

The final section of the survey provided the opportunity for public comment. At this time only eleven (11) comments have been received. What follows are the unedited comments.

City Administrator Survey – Submitted Comments

Very difficult but important process. I can only wish you the best of luck.

The City Administrator acts as a liaison between city employees and elected officials. Diplomacy and tact are key, but so is a firm grasp of the delineation there and a willingness to enforce it. This person needs to have high expectations for staff members and be willing to hold individuals accountable if they are not meeting them.

The person needs to have a very strong background working with WI statues and federal regulations. Fitchburg needs strong accounting, ethics, and other polices in place. If that would have been in place, staff and your audit firm would have noticed equipment no longer in inventory because the Fire Dept was selling it. Training of employees in ethics and polices is imperative.

The person must ensure that contracts for services are in place with performance standards. Too many times I have been informed that Fitchburg just pays an invoice. Unacceptable! There is no performance standards for Boys and Girls Club, Madison Metro, garbage hauling, and etc.

The administrator should be dealing with the non-performance by Fitchburg department managers and employees. There is a major problem in the Building Inspection area. I have heard horror story after horror story about that department. Due to the lack of enforcement, many homeowners have lost value in their property because they live next to someone who does not maintain their property.

Consider looking for candidates who have also completed the UW's Certified Public Manager Program or something similar in addition to other college degrees.

Another "characteristic" that is not listed but is very important is "environmental awareness/responsibility". The new City administrator should work to temper/reduce the high level of new development and neighborhood plan approvals that the City has/is experiencing.

It will be difficult to replace Tony who has done an amazing job. I believe Fitchburg, as a vibrant city with great potential, can and will find a dynamic individual to replace Tony.

Look for someone who will be here for another 15 years.

The individual needs to demonstrate a willingness to accept responsibility for staff failures and the ability to create solutions to prevent a repeat of the failure. The individual must have the moral fiber to stand up to the whims and personal agendas of elected officials when they are not in the best interests of the City. Finally, the individual must recognize and value the commitment of volunteers who contribute to the city and its residents by serving on committees, commissions, advisory boards, the Senior Center, and the Fire Department.

We need to find someone with experience developing land for both current and new areas in Fitchburg. We have twice the population of Verona or Oregon but no central "downtown" area, horrible public transportation and can't seem to overcome completely the dichotomy of our northern communities from our southern ones. Now that we have a completely new fleet of cars for our police, perhaps we should focus on using our resources to developing our neighborhoods rather than just finding random locations to bring in random businesses whose employees don't reside here.

Fitchburg needs a young professional. They are the future and can bring the city better perspective on a changing world. Keep the door, open so to speak, to them. I'm old as hell, and I rarely see young people get involved with City government.

Many of the Business Characteristics listed above should be possessed by the direct reports, i.e. Economic Development, Budgeting/Financial, Planning, Legal, Human Resources.

I think it is important that the person be able to balance Council needs and Staff needs/limitations and "train/orient" new mayors and council members.

An interest in operating in a sustainable and efficient manner would be huge.

Conclusion

The survey results have been reviewed and taken into account when preparing the position description and job profile. This information will also be utilized when preparing selection materials and reviewing submitted applications.

Job Title:	City Administrator	Reports To:	Mayor and City Council
Department:	Administration	FLSA Status:	Exempt
Division:	Administration	EEO Code:	1-Officials & Administrators
Salary Grade:	Contract	Employee Group:	General Employee
Created:		Last Revision:	March 2015

Position Summary:

Under the general direction of the Mayor and the City Council, this is a management position responsible for planning, organizing, directing, coordinating, and expediting the effective and efficient performance of all City services, functions, and programs. Work involves planning, organizing, and directing the daily operations of the City departments. This position is responsible for actively communicating with elected officials to ensure they are continually advised about financial situations and the status of city service levels. There is frequent interaction with the public and other local officials.

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Essential Duties and Responsibilities:

- Coordinates and administers all City functions, except where such authority is vested in boards and commissions by the Wisconsin Statutes or City ordinances.
- Provides information and policy alternatives to the Mayor and Common Council. Informs the Mayor and Common Council on matters pertaining to municipal services, programs, activities, and fiscal matters on a timely basis. Recommends the best course of action for each problem, situation, or event.
- Attends all City Council meetings, and brings to the attention of the City Council pending matters requiring council action.
- Attends meetings of Council Committees or other meetings of City boards, commissions, committees, and task forces at the request of the Mayor.
- Reviews and assesses pending and adopted county, state, and federal legislation that may affect the operations of the City.
- Represents the city at a variety of meetings including meetings with local, regional, State and Federal government agencies, private organizations, business, and citizens.
- Coordinates negotiations with special interest groups including developers, builders, and citizen groups.
- Develops and maintains positive relationships with the community, media, and other members of the public. Establishes procedures to facilitate communication and ensure that citizen comments receive prompt attention.
- Coordinates, advises, and prepares such work papers as necessary in the preparation of the annual report, capital improvement plan, and budget of the City.
- Coordinates, advises, and prepares such work papers necessary for the issuance of municipal debt.
- Coordinates, advises, and prepares the creation and monitoring of Tax Increment Districts and other economic development financing tools.
- Provides information, including a regular review of expenditures and revenue status, on an advisory basis to the Mayor and the City Council.
- Serves as a member of the City's management negotiating team.

Additional Duties and Responsibilities:

- Coordinates and administers all employee relations activities.
- Maintains an ongoing program of employee performance and evaluation with the advice and assistance of the Mayor, City Council, Personnel Committee, and department heads.
- Plans and advises the Mayor and City on programs for staff development, and implements such programs.
- Prepares periodic and special reports.
- Develops goals and objectives for the performance of the Administrator's duties and responsibilities and for the proper administration of the City.
- Oversees preparation of the official agenda for the City Council meetings, in coordination with the Mayor and City Clerk.

Supervisory Requirements:

- Directly supervises City Assessor, City Clerk, Community Media Services Manager, Director of Parks Recreation and Forestry, Director of Public Works, Economic Development Director, Executive Assistant, Finance Director, Human Resources Manager, Information Technology Manager, Planning and Zoning Administrator, Senior Center Director.
- Provides general supervision to all staff.

Minimum Qualifications**Education and/or Experience Requirements:**

- Must possess an undergraduate degree in Public Administration, Finance, Human Resource Management, Business Administration, or related field. Master's degree in Business or Public Administration Preferred.
- A minimum of six years progressively responsible municipal operations experience involving supervisory and administrative responsibilities required.
- A minimum of three years progressively responsible experience in budgeting/financial management and/or economic development desired.

Certifications:

- Must possess a valid Wisconsin Driver's License at the time of hire (start date) and maintain during entire duration of appointment.
- Certified Public Manager Certification (CPM) or ICMA Credentialed Manager desired.

Necessary Knowledge Skills and Abilities:

- Comprehensive knowledge of the concepts, practices, and techniques of municipal management.
- Considerable knowledge of municipal organization and of pertinent laws and ordinances affecting municipal government.
- Considerable knowledge of the concepts, methods, and techniques of planning and program analysis.
- Comprehensive knowledge of the principles and procedures of effective supervision.
- Considerable knowledge of financial management and budget preparation and administration.
- Considerable skill in evaluating operations, recommending improvement and planning for future needs.
- Comprehensive skill in managing and coordinating diverse municipal operations.
- Comprehensive skill in directing, evaluating and developing top management and staff personnel.
- Considerable skill in developing effective working relationships with City officials, other public and private agencies, civic groups and City residents.
- Proven leadership and administrative skills, including the ability to foster cooperation and teamwork among subordinates.
- Ability to identify and analyze problems, evaluate alternative solutions and make sound judgments, especially in stressful situations.
- Proven experience as a proactive/participative manager who values the opinions of others.
- Ability to apply strong problem solving skills by anticipating community needs and concerns related to

the City.

- Ability and experience in personally preparing effective written reports and correspondence and delivering effective oral communications.
- Knowledge and experience in the utilization of computer applications including word processing, spreadsheets, relational databases, and e-mail.
- Experience working with laws and regulations, sometimes written in legal terms. Knowledge of labor laws and regulations.
- Ability to oversee the work of various City departments.

In evaluating candidates for this position, the City may consider a combination of education, training, and experience which provides the necessary knowledge, skills and abilities to perform the essential duties of this position.

Supplemental Information:

Tools and Equipment Used:

Personal computer, including word processing and spreadsheet software; phone; copy machine; fax machine

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Requires walking or standing to a significant degree, or requires sitting most of the time.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Normal office working conditions with minimal exposure to disagreeable elements.

Selection Guidelines

Formal application, rating of education and experience; oral interview and background check; job related tests may be required.

Acknowledgement

All requirements of the described position are subject to change over time. The employee may be required to perform other duties as requested by the City.

Supervisor's Signature: _____ Date: _____

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job.

Printed Name: _____

Signature: _____ Date: _____



Position Profile

City Administrator

Fitchburg, Wisconsin

City of Fitchburg, 5520 Lacy Road, Fitchburg, WI 53711
www.fitchburgwi.gov (608) 270-4200

Live Fitchburg...

IMPORTANT DATES

April 5

Application Deadline

April 23/24

Interviews and skills
assessment

April 28

City Council Meeting -
Finalists Selected

April 29 - May 11

Background Checks

May 12

City Council Meeting -
Offer Extended

May 13

Pre-employment Medical
testing

July 13

Start Date

Talk to anyone in Fitchburg about why they live here and there's one phrase you'll hear over and over - *it's the best of both worlds*.

Fitchburg is ideally nestled between urban Madison and the bucolic farmlands that Wisconsin is famous for. With its close proximity to UW-Madison, the State Capitol and Dane County Regional Airport, Fitchburg offers the best of city and rural life. Ideal neighborhoods and a vibrant urban district are surrounded by family farms, community parks and world-class bike trails for an experience that is *the best of both worlds*.

Excellent educational opportunities, environmentally progressive development, a new library, an award-winning bicycle community, quality hotels and meeting spaces and access to a diverse and talented work-force are just a few of the reasons why residents love calling Fitchburg home and why businesses choose to do business here.

Play Fitchburg...

Fitchburg offers opportunities for kids from 1-100 to get out and play. McKee Farms Park, Fitchburg's largest park, is home to the Splash Pad, Kids' Crossing Dream Playground, and Concerts at McKee. The park also hosts many other events and festivals throughout the year.

Just down the road at the Agora Pavilion you will find the Farmers' Market and the annual Agora Art Fair. Want something with a faster pace? Berbee Derby runs past the Agora Pavilion every Thanksgiving morning.

If sports are more your thing, you will find a wide array of opportunities provided by the Fitchburg Recreation Department and the Fitchburg Senior Center. Sports teams, exercise classes, and more are offered year round.

Fitchburg is also a hub for biking enthusiasts. With three state trails and three local trails winding their way through Fitchburg, all of southwest Wisconsin is easily within reach. Tri-athletes take over in September when Ironman Wisconsin weaves its way through Fitchburg.



Fitchburg... by the Numbers.

Population	26,090
Population change since 2000	+26.3%
Average annual population growth	+2%
Size	35 square miles
Median age	32.2
Median home value	\$262,448
Number of households	11,159
2014 dwelling units built	278
2014 new construction value	\$69,159,076
Total equalized value	\$2.6 Billion
Equalized value change since 2000	116%
Tax increment financing districts	4
Tax increment revenue	\$3.7 million
Average property tax rate	\$22.63 per \$1,000
City property tax rate	\$7.95 per \$1,000
2015 tax levy	\$20.6 million
2015 total annual expenditures	\$40 million
2015 general fund expenditures	\$17.6 million
Businesses	753
Miles of road	126
2014 miles of road added	.84 miles
Parks and open space	1,285 acres
Neighborhood & community parks	65
Miles of bike trails	45
Athletic fields, courts, & diamonds	64
2014 Calls for service (Fire Dept.)	1,809
Miles to Dane county regional airport	12
Miles to Wisconsin State Capitol and The University of Wisconsin	6

Position Description

Essential Duties and Responsibilities:

- Coordinates and administers all City functions, except where such authority is vested in boards and commissions by the Wisconsin Statutes or City ordinances.
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- Attends all City Council meetings, and brings to the attention of the City Council pending matters requiring council action.
- Attends meetings of Council Committees or other meetings of City boards, commissions, committees, and task forces upon request.
- Reviews and assesses pending and adopted county, state, and federal legislation that may affect the operations of the City.
- Represents the city at a variety of meetings including meetings with other government agencies, private organizations, business, and citizens.
- Coordinates negotiations with special interest groups including developers, builders, and citizen groups.
- Develops and maintains positive relationships with the community, media, and other members of the public.
- Coordinates, advises, and prepares such work papers as necessary in the preparation of the annual report, capital improvement plan, and budget of the City.
- Coordinates, advises, and prepares such work papers necessary for the issuance of municipal debt.
- Coordinates, advises, and prepares the creation and monitoring of Tax Increment Districts and other economic development financing tools.
- Provides information, including a regular review of expenditures and revenue status, on an advisory basis to the Mayor and the City Council.
- Member of the City's management negotiating team.

Additional Duties and Responsibilities:

- Coordinates and administers all employee relations activities.
- Maintains an ongoing program of employee performance and evaluation.
- Plans and advises the Mayor and City on programs for staff development, and implements such programs.
- Prepares periodic and special reports.
- Develops goals and objectives for the performance of the Administrator's duties and responsibilities and for the proper administration of the City.
- Oversees preparation of the agenda for the City Council meetings, in coordination with the Mayor and City Clerk.

Fitchburg Employees' Core Values

Accountability: We recognize that our behavior must reflect honesty, sincerity, and integrity through ethical and legal standards. We are dependable and accountable to our taxpayers, citizens, and each other.

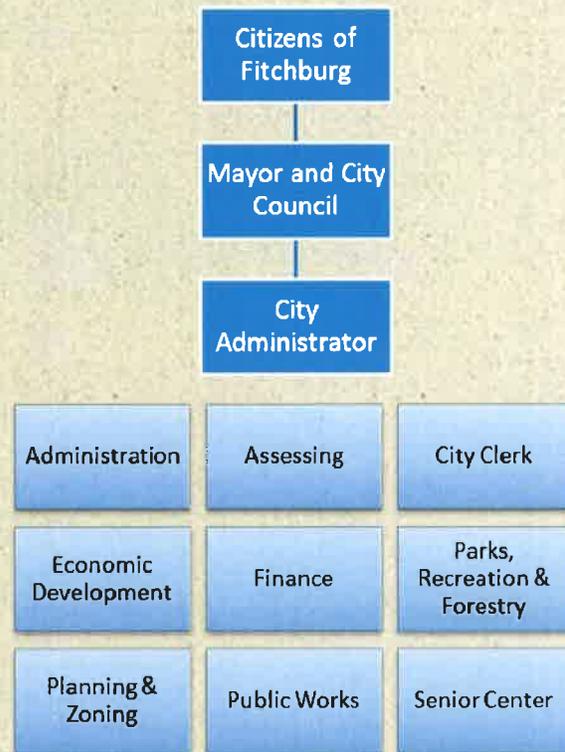
Service Excellence: We provide excellent customer service by being helpful, positive, and caring. We maintain a respectful attitude with all of our customers.

Dedication: We are dedicated to the community and each other. We work together to bring out the best from our combined talents, experiences, knowledge and cultures, thereby creating a strong, positive, cooperative and fun environment.

Initiative: We strive to embrace change, encourage and support new ideas and methods, and are committed to continuous improvement. We search for ways to increase efficiencies, responsibly manage our limited resources, and develop a sustainable community.

Pride: We take pride in our work, continuously improving our skills and abilities to deliver quality services in a timely manner. We recognize and celebrate the successes of our fellow staff and the community.

Under the general direction of the Mayor and the City Council, The City Administrator is the senior manager responsible for planning, organizing, directing, coordinating, and expediting the effective and efficient performance of all City services, functions, and programs. Work involves planning, organizing, and directing the daily operations of the City departments. This position is responsible for actively communicating with elected officials to ensure they are continually advised about the status of city service levels.



Announcement

Fitchburg, Wisconsin (Population 26,090) is seeking a dynamic leader to become its next City Administrator. Fitchburg is a thriving and growing city in the southern metropolitan area of the Dane County region. The City Administrator is the chief operating officer under the direction of the City Council overseeing a \$40 million dollar budget and 180 regular full and part-time employees.

Qualified candidates shall possess a Bachelor's degree in public administration or a closely related field with at least six years of increasingly responsible management experience in a governmental agency. Master's degree desired. Extensive knowledge of multi-faceted and complex municipal government operations, public policy, communications, public finance, economic and community development, and organizational development is desired. Proven experience working with elected officials is required.

Salary range is \$105,000 - \$125,000, depending on qualifications. The City offers an excellent benefit package. Applications will be accepted online at: www.fitchburgwi.gov and must include cover letter, resume, three professional references, and completed supplemental questionnaire. Applications must be received by 11:59 p.m. on Sunday, April 5, 2015.

Equal Opportunity Employer



City Administrator Selection Committee

Thursday, February 26, 2015

The following individuals have expressed an interest in assisting with the City Administrator Recruitment and Selection Process.

Community Members

Robert Hillner

Thomas Carman

Professional Members

Mike Harrigan

Council Members

Supplemental Questions:

- 2015 marks the 4th anniversary of the passage of Act 10. Please detail your experiences implementing these law changes and how the law has impacted the culture in your work place. How were changes communicated and what, if anything, do you wish you would have done differently?

Or, for those outside of Wisconsin:

Please describe a significant policy or program change that has been implemented throughout your organization. What was the change, why was it implemented, how was it communicated, and what impact did it have on the organization. Is there anything you wish you would have done differently?

- The City of Fitchburg has a part-time Mayor and a City Council of eight (8) members. Please detail your thoughts on your responsibilities as Administrator to the Mayor, Council, and City staff in this type of structure. How do you balance the needs of the elected officials with those of the staff?
- Through the implementation of a new performance management system, City staff developed a list of five core values that they feel best describe the staff and culture of the City. These core values are: Accountability, Service Excellence, Dedication, Initiative, and Pride. Choosing one, please describe how you have embodied this value in your most recent position.
- Please explain your experience in the following key areas:
 - Budgeting/Capital Improvement Planning
 - Economic Development and Growth Management
 - Managing Tax Increment Districts
 - Collective Bargaining
 - Employee Development and Performance Management

During the application period the search committee will meet to establish the selection criteria. An application scoring form will be developed. This form will be used to score the applications and select candidates for the panel interview. Interview questions will also be developed.

04/13/15	Step 2: Applicant Screening Applications and supplemental questions will be evaluated based upon previously determined criteria.
04/23/15	Step 3: Panel Interviews
04/28/15 -	Step 4: Council Selection of Top Candidate(s) - Closed session
04/29/15 - 05/08/15	Step 5: Background Check
05/12/15 -	Step 6: Council approval of Top Candidate, Extension of Conditional Offer of Employment - Closed Session
05/13/15 - 05/15/15	Step 7: Pre-employment Physical and Drug Screen
07/13/15	First Day