CITY OF
FOUNTAIN CITY

Job Description: City Administrator – Treasurer
To Apply: City Administrator - Treasurer on Indeed.com

POSITION SUMMARY

The **City Administrator - Treasurer** serves as the chief administrative officer for the City of Fountain City and is responsible for the day-to-day administration of city operations, financial management, and implementation of policies adopted by the Common Council. This position provides professional administrative leadership, continuity, and financial oversight for a small municipal organization. This role requires day-to-day, in-person attendance.

The Administrator acts as the primary advisor to the Mayor and Common Council on administrative, financial, zoning, legal coordination, and operational matters and serves as the primary liaison with the City Attorney and other professional service providers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Administrative and Executive Management

- Direct and oversee the day-to-day administrative operations of the City in accordance with adopted ordinances, resolutions, policies, and Wisconsin statutes.
- Serve as the primary administrative decision-maker for routine and recurring operational matters.
- Ensure consistent application of policies, procedures, and precedent.
- Implement directives and policies adopted by the Common Council.
- Provide professional advice and recommendations to the Mayor and Common Council.

Legal Coordination and Risk Management

- Serve as the primary administrative liaison to the City Attorney.
- Identify, evaluate, and frame legal, procedural, and risk-related issues for review by legal counsel.
- Apply prior legal guidance and established precedent to routine and repetitive matters.
- Advise the Mayor and Council on procedural, legal, and risk considerations, escalating matters to legal counsel as appropriate.

Zoning and Land Use Administration

- Provide administrative oversight of zoning and land use matters.
- Make routine and precedent-based zoning determinations consistent with City ordinances and prior decisions.
- Coordinate zoning matters with the Planning / Zoning Committee and the Board of Appeals.
- Serve as the administrative liaison to the City Attorney on zoning and land use questions.

- Identify zoning matters requiring legal interpretation or policy direction and refer them to the appropriate body.

Financial Management and Treasurer Duties

- Serve as the City Treasurer with responsibility for overall financial administration and oversight.
- Prepare and present the annual operating budget to the Finance Committee and Common Council.
- Monitor city finances, including cash flow, fund balances, revenues, and expenditures.
- Oversee city investments and financial accounts in accordance with Council direction and state law.
- Prepare financial reports, analyses, and fund balance summaries for the Mayor, Finance Committee, and Common Council.
- Process bi-weekly payroll and all payroll tax reporting.
- Coordinate and manage the annual audit and serve as primary contact with external auditors.
- Assist with grant applications and administration as directed.
- Ensure compliance with applicable financial statutes, reporting requirements, and internal controls.
- Routine billing, receipts, and day-to-day bookkeeping functions are performed by the City Clerk under the Administrator's administrative oversight.

Public Works Oversight

- Provide day-to-day administrative supervision and guidance to the Public Works Maintenance Foreman.
- Serve as the primary decision-maker for operational questions, personnel guidance, and issue resolution related to Public Works.
- Coordinate public works activities and priorities with the Mayor and Common Council as appropriate.
- Ensure compliance with applicable regulations, safety requirements, and City policies.

Library Administration and Oversight

- Assist with coordination between the Library Director, Library Board, and the Common Council as needed.
- Ensure library operations align with City policies, grant requirements, and applicable state and system regulations.
- Support long-term planning, sustainability, and integration of library services within City operations.

Council and Committee Support

- Assist the Mayor in facilitating effective and orderly Common Council meetings.
- Support agenda preparation and meeting organization in coordination with the City Clerk.

- Attend Common Council and committee meetings as needed to provide administrative guidance and continuity.
- Assist in keeping meetings focused on policy-level decision-making and established procedures.
- Ensure follow-through and implementation of Council and committee actions.

Personnel and Organizational Support

- Provide administrative supervision and guidance to City staff as assigned.
- Support employee performance management, discipline, and workplace issue resolution in coordination with the Mayor and Common Council.
- Assist with administration of personnel policies and compliance with applicable labor laws.
- Promote a professional, respectful, and consistent workplace environment.

Intergovernmental and Professional Relations

- Serve as the City's primary administrative contact with the City Attorney and other professional service providers.
- Coordinate regulatory and compliance matters with state and county agencies as applicable.
- Represent the City in professional or intergovernmental meetings as assigned.

PREFERRED KNOWLEDGE AND ABILITIES

Knowledge of:

- Municipal administration and operations
- Wisconsin statutes related to municipal government
- Municipal finance, budgeting, and accounting principles
- Zoning and land use administration
- Public sector governance and risk management best practices

Ability to:

- Exercise sound judgment and apply precedent to routine decisions
- Communicate effectively with elected officials, staff, legal counsel, and the public
- Prepare and present financial and administrative information clearly
- Manage multiple responsibilities in a small, lean organization
- Maintain confidentiality and public trust
- Work independently while remaining accountable to the Common Council

COMPENSATION AND BENEFITS:

- $72,000.00 - $92,000.00 per year, commensurate with experience.
- Health insurance
- Life insurance
- Paid sick time
- Paid time off

- Retirement plan