CHAPTER 3

Municipal Officers and Employees

SEC. 2-3-1 CITY DEPARTMENT HEADS.

(a) **DEPARTMENT HEADS.** There shall be nine (9) department heads in the City of Menasha, to wit:
(1) Director of Public Works.
(2) Comptroller.
(3) Chief of Police.
(4) Fire Chief.
(5) Personnel Director.
(6) Director of Parks, Recreation, Forestry and Cemeteries.
(7) Public Health Director.
(8) Community Development Director.
(9) City Attorney.

(b) **MAYOR AS CHIEF EXECUTIVE.** The Department Heads shall be responsible to the Mayor as Chief Executive Officer of the City except where State Statutes provide otherwise.

(c) **POSITION NAME CHANGES.** Wherever in City Ordinances the words "Grantsman" appears, the new title shall be "City Engineer;" "Planner" shall be the "Director of Community Development;" "Garage Clerk" shall be the "Street/Sanitation Office Coordinator;" "City Nurse" shall be the "Public Health Director;" "Director;" "Director of Finance" shall be the "Comptroller;" "Building Inspector" shall be the "Supervisor of Building Inspection Services;" "Street Superintendent" shall be the "Streets and Sanitation Superintendent;" and "Assistant City Nurse" shall be the "Public Health Nurse."

(d) **CHAIN OF COMMAND.** The following City officials shall report to the following entities:
(1) Assessor to Comptroller.
(2) Assistant Streets and Sanitation Superintendent to Streets and Sanitation Superintendent.
(3) Supervisor of Building Inspection Services to Community Development Director.
(4) Building Services Superintendent to Director of Public Works.
(5) City Attorney to Mayor.
(6) City Clerk to City Attorney.
(7) City Engineer to Director of Public Works.
(8) City Treasurer to Comptroller.
(9) Director of Community Development to Mayor.
(10) Comptroller to Mayor.
(11) Data Processing Manager to Comptroller.
(12) Deputy Fire Chief to Fire Chief.
(13) Director of Parks, Recreation, Forestry and Cemeteries to Mayor and Parks and Recreation Board.
(14) Director of Public Works to Mayor.
(15) Fire Chief to Mayors of Neenah, Menasha and Joint Fire Commission.
(16) Mayor to Common council.
(17) Personnel Director to Mayor.
(18) Police Chief to Mayor and Police and Fire Commission.

(19) Police Captain to Police Chief.
(20) Public Health Director to Mayor.
(21) Public Health Nurse to Public Health Director.
(22) Streets and Sanitation Superintendent to Public Works Director.
(23) Streets and Sanitation Office Coordinator to Streets and Sanitation Superintendent.
(24) Superintendent of Parks, Forestry and Cemeteries to Director of Parks, Recreation, Forestry and Cemeteries.
(25) Library Director to the Library Board.

SEC. 2-3-2 APPOINTMENT OF CITY OFFICERS.

(a) **APPOINTMENT OF CITY OFFICERS.** Pursuant to Section 66.01 and Section 62.09, Wis. Stats., the City of Menasha elects that the method of choosing the following statutory City officers shall be by appointment pursuant to this Section and Section 62.09(3)(b)(3), Wis. Stats.
(1) City Treasurer.
(2) City Attorney.
(3) City Clerk.
(4) Director of Public Works.
(5) City Comptroller.
(6) City Assessor.

(b) **APPOINTMENT PROCESS.** Should a vacancy occur in any of the positions described in this Chapter except the positions of City Clerk, City Attorney, Fire Chief and Chief of Police, the Personnel Committee will interview applicants using the position requirements found in various personnel classification studies on file with the Personnel Director. The Committee shall then make its recommendation to the Mayor, who may or may not make the appointment. In any event, such an appointment is subject to confirmation by the Common Council.

(c) **SELECTION OF CITY ASSESSOR.** The City elects not to be governed by Section 70.05(1), Wis. Stats., insofar as said Section requires the election of the City Assessor. The Assessor's term of office shall be from the date of appointment until May 1, 1991. Thereafter, the term of office shall be for a period of three (3) years.

(d) **CUSTODY OF OFFICIAL PROPERTY.** City officers and employees must observe the standards of care imposed by Section 19.21, Wis. Stats., with respect to the care and custody of official property.

(e) **OATH OF OFFICE; BONDS OF OFFICERS.**
(1) Oath. Every person elected or appointed to any statutory office shall take and file his official oath within ten (10) days after the notice of his election or appointment.
(2) Bonds. The City Clerk, and such other statutory officers as the laws of Wisconsin or the Common Council may direct, shall execute and file an official bond in such form as the Council may determine. The Council may at any time require new or additional bonds of any officer. All official bonds must be approved by the Mayor and, when so approved, shall be filed within ten (10) days after the officer executing the same has been notified of this election or appointment. Official bonds shall be filed with the City Clerk and shall be recorded by him in a book kept by him for that purpose.

SEC. 2-3-5 CITY COMPTROLLER.

(a) **PRIMARY FUNCTION.** The City Comptroller shall be responsible for the financial operation of the City which includes accounting, cash collection and disbursement, assessing, payroll, purchasing and data processing. The City Comptroller shall report to the Mayor.

(b) **MAJOR DUTIES AND RESPONSIBILITIES.** The City Comptroller shall:

(1) Plan, organize and conduct central accounting and fiscal control functions;

(2) Supervise the Data Processing Manager, Assessor, Treasurer and support the staff;

(3) Assemble the annual municipal budget request; assure the proper execution of the budget through accounting and fiscal control records; prepare revenue estimates;

(4) Maintain subsidiary and general ledgers; balance accounts; recommend and, upon approval, implement improvements to the accounting system;

(5) Approve requisition and purchase orders; pre-audit claims before authorizing payment; supervise the preparation of payrolls; purchase office and related supplies;

(6) Prepare and present various financial statements and reports;

(7) Serve as Deputy Treasurer;

(8) Assist in the selection of all new employees within their jurisdiction;

(9) Perform such other duties and responsibilities as determined by the Common Council and as set forth in this Code of Ordinances not enumerated above.

(c) **POSITION REQUIREMENTS.** The position of City Comptroller requires graduation from a four (4) year college or university with major course work in accounting, a minimum of five (5) to eight (8) years of experience in accounting and fiscal operations and a bachelor's degree in accounting or a related field, or any equivalent combination of education and experience providing the following knowledge, abilities and skills:

(1) Knowledge of professional accounting principles, procedures and processes;

(2) Knowledge of data processing and of modern office practices, procedures and equipment and standard clerical techniques as applied to the maintenance of accounting systems;

(3) Knowledge of the principles and practices of public finance administration and of applicable data functions as described in the statutes;

(4) Ability to plan, organize and conduct a central accounting system function;

(5) Ability to analyze and solve a wide variety of accounting and fiscal problems;

(6) Ability to plan, organize and supervise a subordinate staff;

(7) Ability to establish and maintain working relationships with City employees, officials and the public;

(8) Ability to communicate effectively, orally and in writing.

State Law Reference: Section 62.09(10), Wis Stats.

SEC. 2-3-6 CITY TREASURER.

(a) **PRIMARY FUNCTION.** The City Treasurer shall be responsible for planning, organizing and directing the programs and activities of the Treasurer's office. Work includes directing the receiving, receipting, recording, disbursements of tax moneys and other municipal funds and maintenance of Central Municipal Accounting records. The City Treasurer shall act as Comptroller in the absence of the Comptroller. The City Treasurer shall report to the Comptroller.

(b) **MAJOR DUTIES AND RESPONSIBILITIES.** The City Treasurer shall:

(1) Plan, organize and direct the programs and activities of the Treasurer's office;

(2) Conduct central accounting and fiscal control functions;

(3) Plan investment strategies and monitor cash flow;

(4) Sign checks for disbursement of municipal funds; record and cancel bonds and coupons; collect fees for licenses issued by the City;

(5) Supervise the preparation and maintenance of necessary records and reports;

(6) Direct the receiving, receipting, recording and disbursement of tax and utilities moneys and other municipal funds, disburse tax funds, as appropriate to the County Treasurer, Board of Education, Sewerage Commission, Town of Menasha and Vocational District Number 12;

(7) Perform such other duties and responsibilities as determined by the Common Council and as set forth in this Code of Ordinances not enumerated above.

(c) **POSITION REQUIREMENTS.** The position of City Treasurer requires a minimum of three (3) to twelve (12) months of experience in revenue administration or related work and two (2) years of college in public or business administration, accounting or a related field; or an equivalent combination of education and experience providing the following knowledge, abilities, and skills:

(1) Knowledge of modern revenue collection and disbursement policies, practices, and procedures;

(2) Knowledge of applicable City and state laws, policies, and regulations pertaining to revenue collection and disbursement;

(3) Ability to administer the programs and activities of a municipal Treasurer's Office;

(4) Ability to plan assign, and supervise the work of subordinates engaged in revenue collection, fiscal record maintenance, and related activities;

(5) Ability to establish and maintain effective working relationships with City officials, representatives of other governmental agencies, and the public;

(6) Ability to communicate effectively, orally and in writing.

State Law Reference: Section 62.09(9), Wis. Stats.