



MEMORANDUM

TO: City of Menasha Personnel Committee

From: Peggy Steeno, Administrative Services Director

Date: May 11, 2016

RE: Director of Public Works Position – Recruitment Process

With the upcoming retirement of Public Works Director Radtke, slated for July 1, 2016, after more than 27 years of service, it is time to begin the recruitment process for his successor. Given that this position is a City Officer, City of Menasha Municipal Code lays out an appointment process for the same, as well as the position descriptions for the position. Please find attached the applicable sections of the City's Municipal Code. Also, please note that the current Director of Public Works also functions as the City Engineer.

The specific steps that Municipal Code dictates for the appointment process are as follows:

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.

I understand that in regard to the most recent hiring of a City Officer, namely the Comptroller/Treasurer Position, the Personnel Committee chose to select an alternate selection process which included an interview committee made up of a few members of the Personnel Committee, a couple of City Department Heads, and a Comptroller/Treasurer from another community.

Also, in regard to the timing of the execution of the recruitment plan, staff is recommending that the position be posted for approximately 4 weeks in order to allow sufficient time for interested candidates to learn about and apply for the position.

Requested Actions

In light of the above noted municipal code language, as well as how the Personnel Committee handled the last City Officer hiring, staff is requesting the following actions:

1. Authorize the Administrative Services Director to proceed with the recruitment process for the Public Works Direction Position,
2. Select whether the entire Committee will conduct the interviews, or if it will designate a sub-committee to do so, and
3. Set a schedule for the interviews, if desired at this time. (Likely timeframe would be toward the end of June.)

Please let me know if you have questions or would like additional information on this item in advance of the Personnel Committee Meeting on Monday.

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. 2-3-15 DIRECTOR OF PUBLIC WORKS.

- (a) **PRIMARY FUNCTION.** The Director of Public Works shall be responsible for managing and directing the Public Works Department, including responsibility for streets and sanitation, engineering and building maintenance services. The Director of Public Works shall report to the Mayor.
- (b) **MAJOR DUTIES AND RESPONSIBILITIES.** The Director of Public Works shall:
- (1) Plan, organize and direct the programs and activities of the Public Works Department;
 - (2) Supervise through subordinate supervisory personnel a public works design, construction, maintenance and operating tasks;
 - (3) Administer construction contracts;
 - (4) Prepare purchase requisitions and approve purchases for equipment and supplies;
 - (5) Meet with civic organizations as City representative to discuss public works programs, needs and problems;
 - (6) Meet with other municipal administrators, contractors, engineers, utility companies and federal, state and county agencies to discuss current and proposed work, work problems and work procedures;
 - (7) Prepare operational and capital improvement budgets;
 - (8) Manage and maintain operating costs of public works services;
 - (9) Direct the preparation and maintenance of necessary records and reports;
 - (10) Conduct engineering studies;
 - (11) Assist in the selection of all new employees within their jurisdiction;
 - (12) 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 Director of Public Works requires certification as a Registered Professional Engineer in the State of Wisconsin and requires a minimum of five (5) to eight (8) years of civil engineering and public works experience and a bachelor's degree in civil engineering, or an equivalent combination of experience and training which provides the following knowledge, abilities and skills:
- (1) Knowledge of public works construction and maintenance methods, materials and equipment;
 - (2) Knowledge of the principles and practices of civil engineering as applied to municipal public works;
 - (3) Ability to plan, organize and direct comprehensive municipal public works program;
 - (4) Ability to plan and schedule for municipal public works needs;
 - (5) Ability to establish and maintain working relationships with City officials, employees, officials of other governmental jurisdictions, professional engineers, contractors and the public;
 - (6) Ability to communicate, orally and in writing.

SEC. 2-3-16 CITY ENGINEER.

- (a) **PRIMARY FUNCTION.** The City Engineer shall be responsible for managing the City Engineering Department. He shall perform necessary administrative and engineering functions and act as Director of Public Works in the absence of the Director of Public Works. He shall report to the Director of Public Works.
- (b) **MAJOR DUTIES AND RESPONSIBILITIES.** The City Engineer shall:
 - (1) Supervise, direct and schedule the work of the engineering office and field personnel;
 - (2) Design public works construction projections and serve as Project Engineer;
 - (3) Write and maintain current standards and specifications for public works construction projects;
 - (4) Assist in budget preparation and purchase of operating equipment;
 - (5) Attend Council and Committee meetings as required;
 - (6) Maintain records and prepare reports as required by City, State or Federal law;
 - (7) Perform such other duties and responsibilities determined by the Common Council and as set forth in this Code of Ordinances not enumerated above.
- (c) **POSITION REQUIREMENTS.** The position of City Engineer requires a minimum of three (3) to five (5) years of experience in civil engineering and public works construction and two (2) years of college specializing in civil engineering or a related field, or an equivalent combination of experience and training which provides the following knowledge, abilities and skills:
 - (1) Knowledge of methods, equipment, materials and costs for public works construction, operation and maintenance programs;
 - (2) Knowledge of applicable laws, codes and regulations;
 - (3) Working knowledge of principles of government appropriations, budgeting and procedures;
 - (4) Ability to plan, organize and supervise a subordinate staff;
 - (5) Ability to establish and maintain working relationships with other City employees, officials and the public;
 - (6) Ability to maintain accurate and complete records and prepare timely and effective reports.