

It is expected that a Quorum of the Administration Committee, Board of Public Works, and Common Council will be attending this meeting: (although it is not expected that any official action of any of those bodies will be taken)

**CITY OF MENASHA
PERSONNEL COMMITTEE
Third Floor Council Chambers
140 Main Street, Menasha
December 5, 2016
7:00 PM
or immediately following Board of Public Works
AGENDA**

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
 - 1. [Personnel Committee, 10/3/16.](#)
- D. ACTION/DISCUSSION ITEMS
 - 1. [Administrative Services Director Replacement.](#)
- E. ADJOURNMENT

"Menasha is committed to its diverse population. Our Non-English speaking population and those with disabilities are invited to contact the Menasha City Clerk at 967-3603 24-hours in advance of the meeting for the City to arrange special accommodations."

CITY OF MENASHA
PERSONNEL COMMITTEE
Third Floor Council Chambers
140 Main Street, Menasha
October 3, 2016
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Chairman Keehan at 9:30 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Benner, Nichols, Krautkramer, Collier, Keehan, Zelinski,
Mayor Merkes.

EXCUSED: Alderman Spencer

ALSO PRESENT: PC Styka, CDD Buck, ASD Steeno, PHD McKenney,
Attorney Chad Wade, Clerk Galeazzi.

C. MINUTES TO APPROVE

1. [Personnel Committee, 8/15/16.](#)

Moved by Ald. Krautkramer seconded by Ald. Nichols to approve minutes.

Motion carried on voice vote.

D. ACTION/DISCUSSION ITEMS

1. [Request for Approval – Unpaid Leave of Absence](#)

ASD Steeno outlined in a memo the request of an employee for an unpaid leave of absence. The unpaid leave of absence will take effect after the employee has exhausted all their accrued sick leave, floating holidays, and vacation benefits. The Personnel Policy requires the Personnel Committee approve such unpaid leave of absence.

Moved by Ald. Nichols seconded by Ald. Zelinski to approve an employee's request of unpaid leave of absence for medical reasons for a duration of approximately eight weeks.

Motion carried on roll call 7-0.

E. ADJOURNMENT

Moved by Ald. Nichols seconded by Ald. Benner to adjourn at 9:33 p.m.

Motion carried on voice vote.

Deborah A. Galeazzi, WCMC
City Clerk



MEMORANDUM

To: City of Menasha Personnel Committee
From: Donald Merkes, Mayor
Date: November 21, 2016
RE: Administrative Services Director Replacement

BACKGROUND

With the announced departure of Director Steeno, there is a need to begin the recruitment process for the position of Administrative Services Director. There is a hybrid method of City officer selection at the City of Menasha per 2-3-2. This indicates that the Personnel Committee interviews candidates and makes a recommendation to the Mayor, the Mayor appoints after consideration of the recommendation, and the Common Council confirms the appointment.

In 2013 the Personnel Committee approved an interview and selection process where the interview committee included: the personnel committee chair and vice chair, Mayor, finance director from another community, and the general manager of Menasha Utilities.

The Administrative Services Department has served Menasha well, creating a new human resources structure and strengthening our IT infrastructure while maintaining a strong financial focus for the City. Furthermore, it consolidated internal services (like IT, HR, & Payroll) for employees in one location with a consistent viewpoint.

The job posting from 2013 is attached; we are not anticipating any material changes based upon our experience over the past three years having an Administrative Services Department.

RECOMMENDATION

Approve the posting of the position of Administrative Services Director at the current salary range and the creation of an interview panel consisting of the personnel committee chair and vice chair, Mayor, finance director from another community, and a City Department Head, which will make a recommendation to the Mayor.

This is a very similar format to the committee formed to assist in the interview process for Director of Public Works.



DIRECTOR OF ADMINISTRATIVE SERVICES

About the Position

The Director of Administrative Services is a new position and will perform administrative and managerial work to be appointed by the Common Council and reporting to the Mayor. The Administrative Services Director also serves as the Comptroller/Treasurer and is the chief financial officer responsible for the financial operation of the City. The Director of Administrative Services will have oversight of seven employees, including four of whom are direct reports, and will be responsible for supervising, directing and coordinating the financial and administrative activities of the City of Menasha, including finance, human resources and information technology functions. The Director of Administrative Services will also serve as the contract administrator for the city's contract with an outside vendor for city assessment services.

Education

A bachelor's degree in Accounting from an accredited college or university is required; a master's degree in Accounting, Public Administration or Business Administration is preferred. CGFO, CPA or CMA designation is required. A track record of continuing involvement in professional development is expected.

Experience

Requires technical experience in governmental finance and budgeting, familiarity with applicable tax, financial and debt related Wisconsin statutes. Must demonstrate strong management skills. Knowledge of information technology functions, personnel and labor relations experience is important.

Minimum of five (5) years as a department director or as an assistant director in a municipality of a similar size or larger. Or at least eight (8) years of progressively responsible work experience in local government, including direct supervisory and administrative experience as an administrator/manager or assistant administrator/manager required.

Essential Job Duties

- Administration of three city functions (Finance, Information Technology and Human Resources)
- Performs City Comptroller/Treasurer duties
- Provides forecasting of current year and longer term needs and trends and their probable implications
- Provides financial and fiscal recommendations to the Mayor, Redevelopment Authority and Common Council
- Provides reports to the Common Council on the financial condition of the city and its departments, Utilities and Redevelopment Authority
- Manages City debt to facilitate goals and priorities of Council

- Manages the development and implementation of departmental goals, objectives, policies and priorities for each assigned service area (Finance, Information Technology and Human Resources)
- Assist the Mayor to plan, organize and direct the development and implementation of the City's annual budget including monitoring of revenues and expenses; audit and exercise budgetary control over payment of bills, invoices, payroll and other vouchers for payment

Compensation

Minimum	Midpoint	Maximum
\$91,400	\$101,600	\$111,800

Ideal Candidate

The Director of Administrative Services will be actively involved in the conception and implementation of a new Administrative Services Department consisting of finance and administrative related functions. Encouraging strong communication and eliminating "silos" will be a priority to deliver streamlined, customer-focused processes that enhance efficiencies and deliver quality service. An individual who has the vision, insight, and experience to see the broader picture in terms of the community is desired.

The ideal candidate will be an excellent communicator with the ability to establish and maintain effective working relationships with citizens, elected officials, employees, and local, state and federal agencies.

A municipal government professional who is able to develop a high performing team, motivate and mentor, and delegate effectively will be successful. The successful candidate must demonstrate strong leadership skills and be able to encourage departmental ownership and accountability as well as organizational collaboration. The ideal candidate should be skilled in strategic planning, policy and decision-making, organization development, and performance management.

Knowledge of the principles and practices of city management is vital. Financial and budgetary expertise is required.

