

## CHAPTER 3

### Municipal Officers and Employees

#### SEC. 2-3-1 CITY DEPARTMENT HEADS.

- (a) **DEPARTMENT HEADS.** There shall be ten (10) department heads in the City of Menasha, to wit:
- (1) Director of Public Works.
  - (2) Finance Director (Treasurer/Comptroller).
  - (3) Chief of Police.
  - (4) Fire Chief.
  - (5) Director of Parks, Recreation, Forestry, and Cemeteries.
  - (6) Public Health Director.
  - (7) Community Development Director.
  - (8) City Attorney/Human Resources Director.
  - (9) Library Director.
  - (10) General Manager of Menasha Utilities.
- (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) **CHAIN OF COMMAND.** The following City officials shall report to the following entities:
- (1) Assessor to Finance Director.
  - (2) City Attorney/Human Resources Director to Mayor.
  - (3) City Clerk to City Attorney/Human Resources Director.
  - (4) Director of Community Development to Mayor.
  - (5) Finance Director to Mayor.
  - (6) Director of Parks, Recreation, Forestry and Cemeteries to Mayor and Parks and Recreation Board.
  - (7) Director of Public Works to Mayor.
  - (8) Fire Chief to Mayors of Neenah, Menasha and Joint Fire Commission.
  - (9) Police Chief to Mayor and Police and Fire Commission.
  - (10) Public Health Director to Mayor.
  - (11) Library Director to the Library Board.
  - (12) General Manager of Menasha Utilities to the Water and Light Commission.

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

- (a) **APPOINTMENT OF CITY OFFICERS.** Pursuant to Section 66.0101 and Section 62.09(3)(b)(3), Wis. Stats., the City of Menasha elects that the method of choosing the following City officers shall be by appointment of the Common Council which shall include the Mayor on the interview team:
- (1) Finance Director (Treasurer/Comptroller).
  - (2) City Attorney.
  - (3) City Clerk.
  - (4) Director of Public Works.
  - (5) City Assessor.

- (b) **APPOINTMENT OF DEPARTMENT HEADS.** Should a vacancy occur in any of the following Department Head positions the Mayor shall make the appointment and shall include at least one Alderperson on the interview team: Director of Parks, Recreation, Forestry, and Cemeteries, Public Health Director, and the Community Development Director; The Police Commission shall be responsible for appointing the Police Chief. The Neenah-Menasha Joint Fire Commission shall be responsible for appointing the Fire Chief.
- (c) **SELECTION OF CITY ASSESSOR.** The Common Council shall appoint upon such terms and conditions as it deems advisable and favorable to the city a corporation or an independent contractor to the office of city assessor. NOTE: Charter Ordinance.
- (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. 2-3-3 CITY CLERK.**

- (a) **PRIMARY FUNCTION.** The City Clerk shall be responsible for maintaining all official City records, contracts, agreements, ordinances, resolutions and minutes. His/her responsibilities include supervising elections and voter registration and maintaining custody of the City Seal. The City Clerk shall report to the City Attorney.
- (b) **MAJOR DUTIES AND RESPONSIBILITIES.** The City Clerk shall:
  - (1) Maintain custody of the City Seal, attest and sign all official documents; attend Council meetings; file and index Council minutes; ordinances and resolutions in permanent volumes;
  - (2) Supervise elections and the registration of voters; provide for the purchase and maintenance of election equipment; prepare election and registration notices, advertisements and publications;
  - (3) Prepare or supervise the preparation and maintenance of necessary records and reports;
  - (4) Prepare agendas and data for committee and Council meetings and provide information and material to City officials; serve as Secretary to City Committees and Boards;
  - (5) Prepare licenses and forms;
  - (6) Plan and oversee publication of the City Directory;
  - (7) Assist the public, deliver mail and perform other administrative duties as necessary;
  - (8) Publish all legal notices unless otherwise provided; file and preserve all contracts, bonds, oaths of office and other documents not required to be filed elsewhere;
  - (9) Issue all licenses required by ordinance or statute, except as otherwise provided;
  - (10) Prepare the tax roll and tax notices required by the State of Wisconsin;

- (11) Perform such other duties and responsibilities as determined by the Common Council as set forth in this Code of Ordinances not enumerated above.
- (c) **POSITION REQUIREMENTS.** The City Clerk shall be appointed by the Common Council. He shall have a three (3) year term of office. The position of City Clerk requires a minimum of three (3) to five (5) years of public administration experience and some additional education beyond the high school level in related administrative procedures and systems, or an equivalent combination of experience and training which provides the following knowledge, abilities and skills:
- (1) Knowledge of administration and management methods and techniques;
  - (2) Knowledge of general municipal government organization, management and procedures;
  - (3) Knowledge of election rules, ordinances and procedures;
  - (4) Ability to develop, implement and maintain record systems;
  - (5) Ability to establish and maintain effective working relationships with the Council, City officials and public;
  - (6) Ability to communicate, orally and in writing.

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

NOTE: Charter Ordinance.

**SEC. 2-3-4****CITY ATTORNEY.**

- (a) **PRIMARY FUNCTION.** The City Attorney shall be responsible for conducting all the law business of the City except as otherwise provided. He shall represent the Electric and Water utilities Commission. In the event of his illness, vacation or inability to attend to official matters, he may appoint an acting City Attorney without compensation unless otherwise provided by the Common Council. He shall examine the tax assessment rolls and other tax proceedings pursuant to law and advise the Assessor. He shall perform all of the duties pursuant to State Statute and particularly Chapter 62.09(12). Nothing in this Section shall prevent the City Attorney from representing clients so long as it does not interfere with his private duties or is in conflict with the Canons of Ethics of the American Bar Association and the Rules of the Supreme Court of the State of Wisconsin.
- (b) **MAJOR DUTIES AND RESPONSIBILITIES.** The City Attorney shall:
- (1) Draft ordinances and resolutions and review contracts, bond issues and all legal documents in which the City has an interest; he may include on such documents explanatory notes that explain or clarify legislative intent or legal issues;
  - (2) Prepare for court trials and attend jury trials;
  - (3) Be responsible for bringing traffic offenses under the State and City Traffic Code for enforcement;
  - (4) Advise the Mayor, Council and department heads on legal matters;
  - (5) Attend Council meetings and other meetings as needed;
  - (6) Issue legal opinions in writing when requested and file the same with the City Clerk pursuant to state Law;
  - (7) Examine the tax assessment rolls and other tax proceedings and advise the proper City officers thereof;
  - (8) Represent all Boards and all Commissions of the City; attend Board of Review and Board of Appeals hearings;
  - (9) Be on call at all times for the Chief of Police, the Captains of Menasha Police Department and the command officer of the Police department in the evening; conduct training sessions at the request of the Menasha Police Department or on his own in dealing with new areas of police activity;
  - (10) Represent the City before the Circuit Courts of Winnebago County on writs of certiorari;
  - (11) Act as both prosecutor for the City in violation of its ordinances, rules and regulations and as a defender of the City when legal actions are brought against it;
  - (12) Be the magistrate pursuant to law when motor vehicles are impounded and such hearing shall be held at the Menasha Police Station or the City Hall, at his discretion, within seventy-two (72) hours of said impoundment;
  - (13) Be considered a department head;
  - (14) Perform such duties and responsibilities as determined by the Common Council and as set forth in this Code of Ordinances not enumerated above.
  - (15) Supervise the City Clerk and part-time support staff.
- (c) **POSITION REQUIREMENTS.** The City Attorney shall be appointed by the Common Council. He shall have a three (3) year term of office. The position of City Attorney requires five (5) to eight (8) years of experience in municipal law work and trial work and a J.D. degree in law, or an equivalent combination of experience and training which provides the following knowledge, abilities and skills:
- (1) Knowledge of municipal law;
  - (2) Ability to establish and maintain working relationships with other City employees,

- officials and the public;
- (3) Ability and skill in research, preparation and trial presentation;
- (4) Ability to organize efficient responses to various department demands;
- (5) Knowledge of pertinent forms and procedures;
- (6) Must be licensed to practice law in the State of Wisconsin.

State Law Reference: Section 62.09(12), Wis. Stats.

NOTE: Charter Ordinance.

## **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.

**SEC. 2-3-7****PERSONNEL DIRECTOR.**

- (a) **PRIMARY FUNCTION.** The Personnel Director shall be responsible for directing, coordinating and carrying out the human resources functions for the City including the areas of labor relations, employment, safety, compensation, benefits and government compliance. The Personnel Director shall report to the Mayor.
- (b) **MAJOR DUTIES AND RESPONSIBILITIES.** The Personnel Director shall:

- (1) Conduct labor negotiations and administer all union contracts, including the handling of grievances and binding arbitration cases;
  - (2) Advise the Mayor and department heads regarding labor contract administration and employee relations matters;
  - (3) Maintain the wage and salary program;
  - (4) Serve as Affirmative Action Officer for the City;
  - (5) Maintain records and complete required reports for benefits programs, including Wisconsin Retirement Fund, Social Security and employee insurance plans; he shall be the insurance manager handling liability claims against the City;
  - (6) Carry out the employee safety program including safety meetings, accident investigation and maintenance of related records;
  - (7) Recruit, screen and assist in the selection and orientation of all new employees;
  - (8) Monitor employee absences;
  - (9) Monitor unemployment claims and represent the City in related hearings;
  - (10) Develop and maintain personnel policies and procedures;
  - (11) Administer claims against the City and the City's insurance program.
  - (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 Personnel Director requires a minimum of one (1) to three (3) years of personnel and labor relations experience and a bachelor's degree in personnel or business management or a related field, or an equivalent combination of experience and training which provides the following knowledge, abilities, and skills:
- (1) Knowledge of personnel management principles;
  - (2) Knowledge of labor laws and regulations;
  - (3) Knowledge of City government operations and jobs;
  - (4) Ability to maintain confidential records;
  - (5) Ability to assemble data, prepare documentation, and then present information for arbitration cases, for negotiations and for presentations to the Common Council;
  - (6) Ability to negotiate and administer a labor contract;
  - (7) Ability to communicate, orally and in writing.

## **SEC. 2-3-8 ASSESSOR.**

- (a) **PRIMARY FUNCTION.** The City Assessor shall be responsible for appraisal of taxable property in the City. He shall research, list, describe and value with equity all real and personal property with the exception of manufacturing property. The Assessor shall report to the Comptroller. He shall have a three (3) year term of office.
- (b) **MAJOR DUTIES AND RESPONSIBILITIES.** The City Assessor shall:
- (1) Discover, list and assemble data on residential, commercial and personal property for assessment purposes;
  - (2) Maintain records on taxable property;
  - (3) Prepare and submit the assessment roll to the City Clerk according to state statute;
  - (4) Conduct valuation of real and personal property, including leased property, based upon cost studies, sales analysis and interviews with the public;
  - (5) Develop and supervise the Mass Appraisal computer system;
  - (6) 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 Assessor requires a minimum of

three (3) to five (5) years of experience in real estate appraisal and one (1) year of college or additional training, or an equivalent combination of experience and training which provides the following knowledge, abilities and skills:

- (1) Knowledge of real estate appraisal principles and practices;
- (2) Ability to establish and maintain working relationships with other City employees, officials, realtors and the public;
- (3) Ability to determine tax status of property;
- (4) Knowledge of building construction;
- (5) Ability to value real and personal property;
- (6) Ability to keep detailed records on taxable property;
- (7) Ability to prepare and maintain a department budget;
- (8) Ability to plan, organize and supervise a subordinate staff;
- (9) Ability to communicate effectively, both orally and in writing;
- (10) Candidate for this class must be a Certified Assessor 1, 2, 3 or 4 by the State of Wisconsin.

State Law Reference: Corporation as Assessor, Section 62.09(1)(c), Wis. Stats.; Affidavit of Assessor, Section 70.49, Wis. Stats.; Assessor Certification, Section 73.02, Wis. Stats.; Assessors in Cities, Section 70.05, Wis. Stats.

## **SEC. 2-3-9 CHIEF OF POLICE**

- (a) **PRIMARY FUNCTION.** The Chief of Police shall be responsible for managing and directing the activities of the Police Department, including ensuring that laws and ordinances are enforced and that measures are implemented to prevent crimes and protect lives and property. The Chief of Police shall report to the Mayor.
- (b) **MAJOR DUTIES AND RESPONSIBILITIES.** The Chief of police shall:
  - (1) Plan, organize and direct the programs and activities of the Police Department;
  - (2) Establish and maintain departmental operational policies and procedures;
  - (3) Supervise, through subordinate staff law enforcement officers, dispatchers and clerical personnel;
  - (4) Review daily log and major criminal offenses and ensure follow-up by subordinate supervisors;
  - (5) Attend civic and other community organizations to explain and promote functions of the Police Department and establish favorable public relations;
  - (6) Oversee operations of 911 Emergency Communication Center;
  - (7) Communicate with other City employees and officials regarding matters related to Police Department operations;
  - (8) Develop the annual Department budget and oversee preparation and maintenance of departmental records reports;
  - (9) Develop and recommend policies and procedures for selection and training;
  - (10) Cooperate with county, state and federal officers in the apprehension and detention of wanted persons;
  - (11) Assist in the selection of all new employees within his jurisdiction and assist other City departments with investigations and department checks.
  - (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 Chief of Police requires a minimum of



eight (8) years of related law enforcement experience, including management experience, and an additional one (1) to two (2) years of college course work in law enforcement, or an equivalent combination of experience and training which provides the following knowledge, abilities and skills:

- (1) Knowledge of principles and practices of police administration and police methods;
- (2) Knowledge of related law enforcement statutes and ordinances;
- (3) Knowledge of police communication and dispatch systems;
- (4) Ability to communicate, both orally and in writing;
- (5) Ability to develop selection and training procedures;
- (6) Ability to establish and maintain working relationships with other City employees, officials and the public;
- (7) Ability to respond and make decisions in emergency situations;
- (8) Ability to plan, organize and supervise subordinate staff.

State Law Reference: Section 62.13, Wis Stats.

## **SEC. 2-3-10 POLICE CAPTAIN.**

- (a) **PRIMARY FUNCTION.** The Police Captain shall be responsible for managing and supervising the activities of a major function of the Police Department. The Captain of Detectives carries responsibility for criminal investigation, the 911 Emergency Communication Center and court functions. The Captain of Patrol and Administration carries responsibility for supervising traffic and patrol functions and for departmental administration. The Police Captain shall report to the Chief of Police.
- (b) **MAJOR DUTIES AND RESPONSIBILITIES.** The Police Captain shall:
  - (1) Supervise patrol officers, sergeants, investigators, dispatches and related staff;
  - (2) Review reports regarding arrests and investigations and assign appropriate staff for follow-up as needed;
  - (3) Determine personnel and equipment assignments, including preparing work and vacation schedules and special assignments;
  - (4) Supervise operations of the communications center to ensure appropriate response as required;
  - (5) Purchase or approve the purchase of equipment, materials and supplies;
  - (6) Prepare and maintain departmental records and reports;
  - (7) Direct activities of the auxiliary police unit;
  - (8) Conduct in-service training;
  - (9) Participate directly in investigations, complaints and related matters as required; and
  - (10) 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 Police Captain requires a minimum of five (5) to eight (8) years of related law enforcement experience, including supervisory experience, and an additional one (1) to two (2) years of college course work in law enforcement, or an equivalent combination of experience and training which provides the following knowledge, abilities and skills:
  - (1) Knowledge of principles and practices of police administration and police methods;
  - (2) Knowledge of related law enforcement statutes and ordinances;
  - (3) Knowledge of police communication and dispatch systems;
  - (4) Ability to communicate orally and in writing, including ability to obtain information

- through interviews and interrogation;
- (5) Ability to establish and maintain working relationships with other City employees, officials and the public;
  - (6) Ability to respond and make decisions in emergency situations;
  - (7) Ability to plan, organize and supervise subordinate staff;
  - (8) Ability to develop and maintain records;
  - (9) Ability to develop and conduct training;
  - (10) Ability to use and instruct others in the use of firearms.

## **SEC. 2-3-11 FIRE CHIEF.**

- (a) **PRIMARY FUNCTION.** The Fire Chief shall be responsible for managing and directing the activities of the Neenah-Menasha Joint Fire Rescue, including ensuring that services are provided to the community to minimize losses due to fires, to prevent fires and to control hazards. The Fire Chief shall report to the Mayors of Neenah, Menasha and to the Joint Fire Commission.
- (b) **MAJOR DUTIES AND RESPONSIBILITIES.** The Fire Chief shall:
  - (1) Plan, organize and direct the programs and activities of the Fire Department;
  - (2) Establish and maintain Departmental operational policies and procedures;
  - (3) Supervise through subordinate staff fire fighters, pump operators, aerial drivers, lieutenants and captains responsible for Department activities;
  - (4) Develop staffing plans and work schedules and maintain payroll and other related records;
  - (5) Prepare and administer Department budget;
  - (6) Develop and recommend policies and procedures for selection and training;
  - (7) Maintain Department operations and records and reports, such as inspections and records of all firms;
  - (8) Prepare purchasing specifications for fire apparatus, tools, and equipment;
  - (9) Provide information to the public and to City employees/officials regarding Department activities and programs;
  - (10) Cooperate with other City departments, with officials from other cities and with state officials in carrying out Department operations;
  - (11) Assist in the selection of all new employees within his 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 Fire Chief requires a minimum of eight (8) years of related fire department experience, including management experience, and an additional one (1) to two (2) years of college course work in fire science, or an equivalent combination of experience and training which provides the following knowledge, abilities and skills:
  - (1) Knowledge of principles and practices of fire department operations and administration;
  - (2) Knowledge of fire control equipment, procedures and apparatus;
  - (3) Ability to develop and implement programs such as training and development, fire prevention and investigation;
  - (4) Ability to establish and maintain working relationships with other City employees, officials and the public;
  - (5) Ability to communicate orally and in writing;

- (6) Ability to plan, organize and supervise subordinate staff;
- (7) Ability to respond and make decisions in emergency situations;
- (8) Ability to maintain financial and other records.

State Law Reference: Section 62.13, Wis. Stats.

**SEC. 2-3-12 DEPUTY FIRE CHIEF.**

- (a) **PRIMARY FUNCTION.** The Deputy Fire Chief shall be responsible for managing and supervising the activities of major functions of the Fire Department, including responsibility for both training and fire prevention/inspection. The Deputy Fire Chief shall report to the Fire Chief.
- (b) **MAJOR DUTIES AND RESPONSIBILITIES.** The Deputy Fire Chief shall:
  - (1) Develop and conduct training programs on operations and equipment use;
  - (2) Conduct fire inspections and take follow-up action as necessary;
  - (3) Maintain fire reports, personnel training records and inspection records;
  - (4) Respond directly to major fires and emergencies, including assuming command as necessary;
  - (5) Plan, organize and supervise fire prevention and arson investigations;
  - (6) Maintain maintenance and inventory of fire fighting equipment and apparatus;
  - (7) Manage day-to-day operations in the absence of the Fire Chief;
  - (8) Perform such other duties and responsibilities determined by the Common Council and as set forth in this Code of Ordinances not enumerated above.
  - (9) He shall be the Emergency Government Coordinator.
- (c) **POSITION REQUIREMENTS.** The position of Deputy Fire Chief requires a minimum of five (5) to eight (8) years of related fire department experience, including supervisory experience and an additional one (1) to two (2) years of college course work in fire science, or an equivalent combination of experience and training which provides the following knowledge, abilities and skills:
  - (1) Knowledge of principles and practices of fire department operations and administration;
  - (2) Knowledge of fire control equipment, procedures and apparatus;
  - (3) Knowledge of the operation and maintenance requirements of various types of fire fighting apparatus and equipment;
  - (4) Ability to plan, organize and supervise subordinate staff;
  - (5) Ability to plan, assign, direct, review and supervise large-scale operations of fire fighting equipment and personnel under emergency conditions involving danger to life and property;
  - (6) Ability to locate and diagnose existing and potentially hazardous conditions in buildings and installations and to conduct arson investigations;
  - (7) Ability to establish and maintain working relationships with subordinates, City officials and the public;
  - (8) Ability to communicate, orally and in writing.

**SEC. 2-3-13 EMERGENCY GOVERNMENT DIRECTOR.**

- (a) **OFFICE CREATED.** There is hereby created the office of Emergency Management of the

City which shall consist of the following:

- (1) Mayor.
- (2) Emergency Government Director, who shall be the Deputy Fire Chief.
- (3) All Department Heads, and the Manager of the Menasha Electric & Water Utilities.

(b) **POWERS AND DUTIES.** The powers and duties of the Mayor shall include the following:

- (1) Authority to declare a local state of disaster. The declaration may not be continued or renewed for a period in excess of seven days except by or with the consent of the Common Council. Any order or proclamation declaring, continuing, or termination of a local state of disaster shall be given prompt and general publicity and shall be filed promptly with the City Clerk.
- (2) Issuance of necessary proclamations, regulations or directives which are necessary for carrying out the purposes of this ordinance. Such proclamations, regulations, or directives shall be disseminated promptly by means calculated to bring its contents to the attention of the general public and, unless circumstances attendant on the disaster prevent or impeded, promptly filed with the City Clerk.
- (3) Maintenance of liaison with other municipal and county, Emergency Management organizations. This duty may be delegated to the Emergency Government Director.
- (4) During a declared disaster, the Mayor may expend or commit public funds of the City when deemed prudent and necessary for the protection of health, life or property. Said funds not to exceed \$100,000.00.
- (5) Authorizing of agreements, after approval by the City Attorney, for use of private property for public shelter and other purposes.
- (6) Survey actual or potential hazards which threaten life and property within the City and identify and implement measures to prevent the occurrence or reduce the impact of such hazards if a disaster did occur.
- (7) Supervision of the development and approval of an emergency management plan for the City, and recommend for adoption by the Common Council all mutual aid arrangements deemed necessary for the implementation of such plan.
- (8) Direction and control of the operations of an Emergency Management organization as well as the training of Emergency Management personnel.
- (9) Marshalling of all necessary personnel, equipment or supplies from any department of the City to aid in the carrying out of the provisions of the Emergency Management Plan.
- (10) Supervision of the drafting and execution of mutual aid agreements in cooperation with the representatives of other local political bodies as authorized by the Common Council.
- (11) Supervision of, and final authorization for the procurement of all necessary supplies and equipment, not to exceed the limit in paragraph (4) above, including acceptance of private contributions which may be offered for the purpose of improving Emergency Management within the City.
- (12) Survey of the availability of existing personnel, equipment, supplies and services which could be used during a disaster, as provided herein.
- (13) Delegation of such enumerated powers to the Emergency Government Director as deemed property.

A comprehensive Emergency Management Plan shall be developed and maintained. The Plan shall set forth the form of the organization, establish assigned responsibilities, tasks, duties, and powers, and designate staff and employees to carry out the provisions of this

Section. As provided by City Ordinance, the Plan shall follow the standards and criteria established by the State Division of Emergency Government of the State of Wisconsin. When approved, it shall be the duty of all departments and agencies to perform the functions assigned by the plan and to maintain their portion of the plan in a current state of readiness. The Emergency Management Plan shall be considered supplementary to this Section.

(c) **DECLARATION OF A STATE OF EMERGENCY.**

- (1) A disaster is hereby defined to be the occurrence or imminent threat of widespread or severe damage, injury, or loss of life or property resulting from any natural or man-made cause, including fire, flood, earthquake, wind storm, volcanic activity, epidemic, air contamination, blight, drought, infestation, explosion, riot, hostile military or para-military action, including nuclear, biological or chemical war, other public calamity requiring emergency action or an energy emergency.
- (2) The Emergency Government Director will have the authority to request the declaration of the existence of an emergency by the Common Council during the time of a disaster as defined above. In the event it is deemed necessary to declare the existence of an emergency without delay, the Mayor may, if the Common Council is not in session, do so. Such action shall be subject to ratification by the Common Council at its next meeting. In no event will such a declaration by the Mayor continue or be renewed for a period in excess of seven (7) days except by or with the consent of the Common Council.
- (3) The Emergency Government Director will, after the declaration of the existence of an emergency, issue all necessary directives for the operational effectiveness of the Emergency Management Operations Plan and have prepared for immediate submission to the Common Council an ordinance invoking and applying all the powers reasonably necessary to protect the health, security, peace, life, and property of the City and its inhabitants during the period of such civil emergency.

(d) **UNLAWFUL ACTS.**

- (1) No person shall have the right to expend any public funds of the City in carrying out any emergency management activity authorized by this division without prior approval by the Mayor, nor shall any person have the right to bind the City by contract, agreement, or otherwise without prior and specific approval of the Mayor or Common Council.
- (2) Any persons who shall willfully obstruct, hinder, or delay any member of the Emergency Government organization in the enforcement of any rules or regulation issued pursuant to this division, or to do any act forbidden by any rule or regulation issued pursuant to the authority contained in this ordinance, commits an offense and shall be subject to the penalty as provided herein.
- (3) Any person who shall wear, carry or display any emblem, insignia or any other means of identification as a member of the Emergency Government organization of the City, without authority, commits an offense and shall be subject to the penalty as provided herein.
- (4) Any authorized person who shall operate a siren or other device so as to simulate a warning signal or the termination of a warning commits an offense shall be subject to the penalty as provided herein.
- (5) Any person who by passes a barricade erected by the Emergency Government Director without having the permission of the Emergency Government Director to so bypass commits an offense, and shall be subject to the penalty as provided herein.

## **SEC. 2-3-14 DATA PROCESSING MANAGER.**

- (a) **PRIMARY FUNCTION.** The Data Processing Manager shall be responsible for the programming, systems analysis and operational activities of the data processing unit. His work includes reviewing and approving the application of the new systems to the computer and establishing development and operational priorities. The Data Processing Manager shall plan, organize and direct all activities of the data processing unit. The Data Processing Manager shall report to the City Comptroller.
- (b) **MAJOR DUTIES AND RESPONSIBILITIES.** The Data Processing Manager shall:
- (1) Be responsible for the programming, systems analysis and operational activities of the data processing unit. Work includes reviewing and approving the application of new systems to the computer and establishing development and operational priorities;
  - (2) Plan, organize and direct all activities of the data processing unit;
  - (3) Develop unit policies and procedures; confer with and advise personnel on technical problems;
  - (4) Develop system requirements and prepare necessary programs for the computer application; test and debug programs; operate the computer and its peripheral equipment; establish system development standards, computer-documentation standards and computer-operation standards;
  - (5) Coordinate data processing programs and activities such as training involving other divisions and departments of the City;
  - (6) Prepare annual budget request;
  - (7) Prepare and maintain necessary records, systems documentation and reports;
  - (8) Perform such other duties and responsibilities as determined by the Common Council and as set forth in this Code of Ordinances.
- (c) **POSITION REQUIREMENTS.** The position of Data Processing Manager requires:
- (1) Knowledge of the operating characteristics, capabilities, limitations and service requirements of an electronic computer and its peripheral equipment;
  - (2) Knowledge of the systems and programming techniques of an electronic computer and its peripheral equipment;
  - (3) Knowledge of current practice and developments in the field of electronic computer operations;
  - (4) Ability to plan and organize the activities of a data processing unit;
  - (5) Ability to perform systems analysis and to develop programs to meet systems requirements;
  - (6) Ability to program and operate an electronic computer and its peripheral equipment;
  - (7) Ability to establish and maintain effective working relationships with the City employees, City officials, employees and the public;
  - (8) Ability to communicate effectively, orally and in writing;
  - (9) Graduation from high school, supplemented by attainment of an associate degree in computer science and thorough electronic data processing systems analysis and programming experience, or any equivalent combination of education and experience providing the knowledge, abilities and skills listed above.

## **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.

## **SEC. 2-3-17 BUILDING SERVICES SUPERINTENDENT.**

- (a) **PRIMARY FUNCTION.** The Building Services Superintendent shall be responsible for the care, custody and maintenance of City buildings. His work involves the responsibility for carrying out required programs on City buildings to the end that cleanliness, repair and safe operation of building structures, equipment and services is assured. He shall report to the Director of Public Works.
- (b) **MAJOR DUTIES AND RESPONSIBILITIES.** The Building Services Superintendent shall:
- (1) Supervise custodians and janitors at the Public Safety Building, City Administration Building, Memorial Building, Senior Citizens Center and City Hall;
  - (2) Supervise contract services for snow removal, landscape maintenance, equipment maintenance, building repair and sanitation as may be needed;
  - (3) Set up and schedule building and building mechanical maintenance and operating programs for daily, weekly, monthly and longer periods;
  - (4) Perform such janitorial, custodial, repair and operational activities that are not delegated to other employees or contractors;
  - (5) Be responsible for purchasing all custodial supplies and equipment;
  - (6) Assist in the establishment of required budgets;
  - (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 Building Services Superintendent requires a minimum of three (3) to five (5) years of experience in custodial and building



service activity and supervision and a high school diploma, or an equivalent combination of experience and training which provides the following knowledge, abilities and skills:

- (1) Knowledge of all aspects of custodial and janitorial procedures;
- (2) Ability to plan, organize and supervise a subordinate staff and contract personnel;
- (3) Ability to develop and recommend required budgets and to control costs for conformance to budgets in regard to purchasing.

## **SEC. 2-3-18 STREETS AND SANITATION SUPERINTENDENT.**

- (a) **PRIMARY FUNCTION.** The Streets and Sanitation Superintendent shall be responsible for managing and supervising the maintenance, repair and minor construction for streets and sanitary sewer systems and for supervising garbage and waste collection and bridge operations. He shall report to the Director of Public Works.
- (b) **MAJOR DUTIES AND RESPONSIBILITIES.** The Streets and Sanitation Superintendent shall:
  - (1) Plan, organize and direct municipal street and storm and sanitary sewer minor construction, maintenance and repair activities and garbage and refuse collection activities;
  - (2) Plan and supervise directly and through a subordinate supervisor skilled, semi-skilled and unskilled workers engaged in the maintenance, repair, cleaning and construction of streets, alleys, sidewalks, curbs and gutters, manholes and catch basins, storm and sanitary sewers and related facilities; in the collection and disposal of garbage and refuse; and in bridge operations;
  - (3) Provide general direction to coating, resurfacing, patching, grading, minor construction and similar operations performed on the municipal street system; recommend priority of streets to be maintained; determine methods and materials to be used;
  - (4) Supervise the maintenance of mechanical equipment;
  - (5) Direct the inspection, maintenance and repair of the municipal storm and sanitary sewer systems;
  - (6) Supervise and oversee snow plowing and snow removal operations;
  - (7) Order material and review requisitions submitted by subordinates; prepare equipment and material specifications; maintain close working relationships with engineering and various other municipal departments and divisions;
  - (8) Direct the preparation and maintenance of necessary records and reports;
  - (9) 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 Streets and Sanitation Superintendent requires a minimum of three (3) to five (5) years of street and sanitation experience, including supervisory experience and additional training and education beyond high school in equipment maintenance and operations, or an equivalent combination of experience and training which provides the following knowledge, abilities and skills:
  - (1) Knowledge of administrative practices and procedures relative to the construction, maintenance and repair of streets and sewers;
  - (2) Knowledge of the materials and equipment employed in the construction, maintenance and repair of streets and sewers;
  - (3) Knowledge of the basic principles and practices of civil engineering as applied to the construction, maintenance and repair of street and sewer systems;

- (4) Ability to plan and implement a comprehensive and effective maintenance program for municipal street systems and sewer systems;
- (5) Ability to organize and implement effective snow removal operations;
- (6) Ability to plan, organize and supervise the work of skilled, semi-skilled and unskilled employees;
- (7) Ability to establish and maintain effective working relationships with City officials, employees and the public;
- (8) Ability to communicate, orally and in writing.
- (9) A valid Wisconsin driver's license.

**SEC. 2-3-19 OFFICE/STREETS AND SANITATION COORDINATOR.**

- (a) **PRIMARY FUNCTIONS.** The Office/Streets and Sanitation Coordinator shall be responsible for preparing reports and records of Street and Sanitation operations, including maintaining costs of operations and related personnel records. Will also be responsible for assisting the Streets and Sanitation Superintendent in supervising employees involved in maintenance, repair and minor construction for streets and sanitary sewer systems and to assist in supervising municipal solid waste collection and bridge operations. Will assist the Streets and Sanitation Superintendent in all day-to-day operations and in carrying out special projects. The person in this position shall report to the Streets and Sanitation Superintendent.
- (b) **MAJOR DUTIES AND RESPONSIBILITIES.** The Office/Streets and Sanitation Coordinator shall:
  - (1) Prepare time and labor distribution cards;
  - (2) Check invoices against monthly bills;
  - (3) Compile and prepare cost distribution records and reports, including such costs as gasoline, extra garbage pickups, mileage, digging permits and snow removal;
  - (4) Purchase or requisition street maintenance tools and custodial supplies for all municipal departments; store and issue tools and supplies; order gasoline for all municipal departments;
  - (5) Receive telephone calls from the public, provide routine information and handle routine complaints operate two-way radio in receiving and relaying of messages;
  - (6) Maintain vacation schedules and file invoices, purchase orders and other items according to established filing procedures;
  - (7) Assist in planning, organizing and directing the programs and activities of the Streets and Sanitation Department;
  - (8) Assist in supervising skilled, semi-skilled and unskilled personnel engaged in street and sewer minor construction, maintenance and repair activities, in garbage and refuse collection activities and in snow removal;
  - (9) Assist in assuring that work schedules are carried out efficiently and according to safety standards; handle complaints from the public, instruct and assist subordinates in the performance of their duties as necessary;
  - (10) Assist in checking work in progress for conformance to work plans; receive requests for emergency and other unscheduled work and make necessary adjustments; perform the duties of the Superintendent as necessary;
  - (11) Help to prepare and maintain necessary records and reports; and,
  - (12) 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 Office/Streets and Sanitation Coordinator requires a minimum of three (3) months to one (1) year of clerical and bookkeeping experience and additional education beyond the high school level in bookkeeping and office procedures or an equivalent combination of experience and training as well as a minimum of one (1) to three (3) years of street and sanitation experience and some additional education and training beyond the high school level in equipment maintenance and operations or an equivalent combination of experience and training, all of the above which provides the following knowledge, abilities and skills:
- (1) Knowledge of bookkeeping principles and procedures;
  - (2) Knowledge of routine purchasing and stockroom methods and techniques;
  - (3) Ability to make arithmetic computations and tabulations with speed and accuracy;
  - (4) Ability to receive calls and make proper disposition of problems;
  - (5) Ability to use a computer terminal and be familiar with all existing DPW software programs;
  - (6) Ability to prepare and maintain records and reports;
  - (7) Knowledge of administrative practices and procedures relative to the construction, maintenance and repair of streets and sewers and of the collection of garbage and refuse;
  - (8) Knowledge of the equipment and materials of public works construction, maintenance and repair;
  - (9) Ability to plan, lay out and supervise a work program involving public works construction, maintenance and repair activities;
  - (10) Familiarity and knowledge of the operations of street and sanitation equipment;
  - (11) Ability to interpret and work from blueprints;
  - (12) Ability to establish and maintain effective working relationships with subordinates, superiors and the public;
  - (13) Ability to communicate, orally and in writing.
  - (14) A valid Wisconsin driver's license.

**SEC. 2-3-20 DIRECTOR OF PARKS, RECREATION, FORESTRY AND CEMETERIES.**

- (a) **PRIMARY FUNCTION.** The Director of Parks, Recreation, Forestry and Cemeteries shall be responsible for planning, organizing, supervising and controlling all Municipal Park, Recreation, Forestry and Cemetery programs and operations. He shall report to the Mayor.
- (b) **MAJOR DUTIES AND RESPONSIBILITIES.** The Director of Parks, Recreation, Forestry and Cemeteries shall:
- (1) Coordinate the various programs and personnel of the Department;
  - (2) Supervise directly or through subordinates the staff assigned to the Department;
  - (3) Be responsible for planning, organizing, developing, executing and evaluating a year-round comprehensive recreation program;
  - (4) Be responsible for long range and master plans for park and recreation activity including plans for acquisition of park property as required;
  - (5) Assist in recruitment and hiring of all full-time, part-time and seasonal personnel required for the work;
  - (6) Prepare and submit an annual budget and control for conformance to the final budget as authorized;
  - (7) Coordinate park and recreation programs and facilities with schools and other

- community recreation and beautification programs;
  - (8) Administer the provisions of applicable labor contracts and deal closely with personnel administration for required interpretations;
  - (9) Direct subordinates in planning and designing major park and cemetery projects and improvements including landscape development;
  - (10) Represent the Parks and Recreation Board at meetings of the Common Council and also attend meetings of committees and various community groups as may be appropriate to provide understanding and appreciation of park and recreation programs;
  - (11) 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 Director of Parks, Recreation, Forestry and Cemeteries requires three (3) to five (5) years in the administration and supervision of parks and recreation department and a bachelor's degree with emphasis on parks, recreation and forestry, or an equivalent combination of experience and training which provides the following knowledge, abilities and skills:
- (1) Knowledge of administrative principles, practices and methods appropriate to organizing and staffing a municipal park and recreation department;
  - (2) Knowledge and understanding of appropriate philosophy and goals for park and recreation programs;
  - (3) Knowledge of the principles and practices of horticulture and landscaping appropriate for design of park areas;
  - (4) Knowledge of materials, methods and equipment required for construction and maintenance of facilities;
  - (5) Ability to prepare and maintain a department budget;
  - (6) Ability to establish and maintain working relationships with other City employees, City officials and the public;
  - (7) Ability to communicate, orally and in writing.

**SEC. 2-3-21 SUPERINTENDENT OF PARKS, FORESTRY AND CEMETERIES.**

- (a) **PRIMARY FUNCTION.** The Superintendent of Parks, Forestry and Cemeteries shall be responsible for managing and supervising the maintenance of park, pool and cemetery, pool and related equipment. He shall prepare daily work schedules for landscape, vehicle and equipment maintenance, construction, snow removal and ice rink maintenance. He shall report to the Director of Parks, Recreation, Forestry and Cemeteries.
- (b) **MAJOR DUTIES AND RESPONSIBILITIES.** The Superintendent of Parks, Forestry and Cemeteries shall:
- (1) Establish and maintain work schedules and programs for daily and longer periods;
  - (2) Prepare and maintain records for street tree management;
  - (3) Make decisions for daily expenditures for park equipment, vehicles and buildings;
  - (4) Prepare contracts for tree trimming, deadwood removal, tree removal and facility repairs;
  - (5) Assist in preparing of the annual department budget;
  - (6) Assist in developing a comprehensive park master plan;
  - (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 Superintendent of Parks, Forestry and

Cemeteries requires a valid Wisconsin driver's license and requires a minimum of three (3) to five (5) years of parks maintenance and supervisory experience and some additional education and training beyond the high school level in maintenance operations, equipment and forestry, or an equivalent combination of experience and training which provides the following knowledge, abilities and skills;

- (1) Knowledge of park, forestry and cemetery maintenance and operations;
- (2) Knowledge of materials and equipment used in parks;
- (3) Ability to plan, organize and direct the work of skilled, semi-skilled and unskilled personnel;
- (4) Ability to determine priorities and to plan and schedule activities;
- (5) Ability to determine and recommend appropriate budgets and to control costs;
- (6) Ability to communicate, orally and in writing.

## **SEC. 2-3-22 PUBLIC HEALTH DIRECTOR.**

- (a) **PRIMARY FUNCTION.** The Public Health Director shall be responsible for planning, implementing and administering the City's public nursing programs and the staff of the Health Department. His work includes responsibility for ensuring that the City provides full range public health programs designed to meet the needs of both the public and private primary and secondary schools in the City as well as to offer a generalized program oriented to the complete family. The Public Health Director shall report to the Mayor.
- (b) **MAJOR DUTIES AND RESPONSIBILITIES.** The Public Health Director shall:
  - (1) Plan, administer, supervise and participate in the City public health nursing program;
  - (2) Coordinate and supervise school health programs and school visits by nurses and other departmental staff;
  - (3) Evaluate and interpret present and potential health needs and resources available to individuals, families and the community; plan methods to employ all available resources to their best utilization;
  - (4) Plan, implement, supervise and participate in special health programs such as immunization clinics, communicable disease control and vision and hearing testing;
  - (5) Prepare, present and administer annual budget;
  - (6) Evaluate departmental staff personnel and maintain administrative records;
  - (7) Be responsible for preparation of grant applications;
  - (8) Train and evaluate health professionals and support staff;
  - (9) Make home visits to school children and families referred; make necessary referrals of families to medical or social service agencies;
  - (10) 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 Public Health Director requires graduation from a four (4) year college or university, supplemented by the attainment of a master's degree in public health nursing or administration, and a minimum of three (3) to five (5) years of experience in the field of public health nursing, or an equivalent combination of education and experience providing the following knowledge, abilities and skills:
  - (1) Knowledge of the principles of public health administration and public health nursing supervision;
  - (2) Knowledge of local health department policies and practices and of relationships

- between state and local departments;
- (3) Knowledge of trends in general health education;
- (4) Knowledge of the goals, methods of practice and resources of professions and agencies participating in public health programs;
- (5) Ability to supervise and participate in program planning;
- (6) Ability to explain and interpret public health laws, rules and regulations;
- (7) Ability to plan, assign and supervise the work of others;
- (8) Ability to maintain constructive relationships with community agencies and professional groups;
- (9) Ability to maintain accurate, confidential and complete records and to prepare clear and concise reports;
- (10) Ability to establish and maintain working relationships with other City employees, officials and the public;
- (11) Ability to prepare and maintain a department budget;
- (12) Ability to respond and make decisions in emergency situations;
- (13) Candidates for this position must possess a license as a registered nurse and be certified as a public health nurse by the State of Wisconsin.

**SEC. 2-3-23 PUBLIC HEALTH NURSE SUPERVISOR.**

- (a) **PRIMARY FUNCTION.** The Public Health Nurse Supervisor shall be responsible for implementing the City's public nursing programs and for providing direct supervision of the staff of the Health Department.
- (b) **MAJOR DUTIES AND RESPONSIBILITIES.** The Public Health Nurse Supervisor shall:
  - (1) Assist in planning, administration, and supervises and participates in the City public health nursing program;
  - (2) Coordinate and supervise school health programs and school visits by nurses and other departmental staff;
  - (3) Assist in the evaluation and interpretation of present and potential health needs and resources available to individuals, families and the community; assist in planning methods to employ all available resources to their best utilization;
  - (4) Assist in the planning, implementation, supervision, and participates in special health programs such as immunization clinics, communicable disease control, and vision and hearing testing;
  - (5) Perform duties and responsibilities of Public Health Nurse.
  - (6) Assist in preparation, presentation and administration of annual budget.
  - (7) Assist in evaluation of departmental staff personnel and maintenance of administrative records.
  - (8) Assist in preparation of grant applications.
  - (9) Assist in selection, training and evaluation of health professionals and support staff.
  - (10) Make home visits to school children and families referred; make necessary referrals of families to medical or social service agencies.
  - (11) Perform the duties and responsibilities deemed necessary in the absence of the Public Health Director.
  - (12) 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 Public Health Nurse Supervisor requires

graduation from a four(4) year college or university the major course work in nursing, including or supplemented by courses in public health nursing, and a minimum of three (3) years of experience in the field of public health nursing, or an equivalent knowledge, abilities, and skills:

- (1) Knowledge and abilities required of the position of Public Health Nurse.
  - (2) Knowledge of the principles of public health nursing, supervision, and administration.
  - (3) Knowledge of local health department policies and practices and of relationships between state and local departments.
  - (4) Knowledge of trends in general health education.
  - (5) Ability to supervise and participate in program planning.
  - (6) Ability to plan, assign, and supervise the work of others.
  - (7) Ability to cooperate constructively with community agencies and professional groups.
  - (8) Ability to maintain accurate and confidential records, and to prepare clear and concise reports.
  - (9) Ability to establish and maintain working relationships with other City employees, officials and the public;
  - (10) Ability to assist in the preparation and maintenance of a department budget.
  - (11) Ability to respond and make decisions in the absence of the Public Health Director in an emergency situation.
  - (12) Candidates for this position must possess a license as a registered nurse and be certified as a Public Health Nurse by the State of Wisconsin.
- (d) Under chain of command, the Public Health Nurse Supervisor shall report to the Public Health Director. In the absence of a Public Health Director, the Public Health Nurse Supervisor shall report to the Mayor.

#### **SEC. 2-3-24 PUBLIC HEALTH NURSE.**

- (a) **PRIMARY FUNCTION.** The Public Health Nurse shall be responsible for providing public health nursing services to the community on the consultative and referral level as well as client patient care services. The Public Health Nurse shall report to the Public Health Director.
- (b) **MAJOR DUTIES AND RESPONSIBILITIES.** The Public Health Nurse shall:
- (1) Conduct home visits resulting from referrals made by local community and state agencies; determine needs of individuals and families in the area of maternity and child care, developmentally handicapped and geriatrics and related areas of treatment;
  - (2) Provide public health nursing services in homes, clinics and schools; demonstrate nursing care that may be safely assumed by others;
  - (3) Advise and assist individuals and families in carrying out recommendations made by a physician and in making the necessary adaptations so that the treatment regimen can be followed;
  - (4) Conduct school visits during school sessions; administer hearing, vision and tuberculin tests; administer first aid care to students and school staff and provide advice to students and parents in regard to injury and illness; refer individuals and families to social service agencies;
  - (5) Investigate and follow up communicable disease cases; locate previous contacts or

- exposed persons and arrange for necessary treatment;
- (6) 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 Public Health Nurse requires graduation from a four (4) year college or university with major course work in nursing, including or supplemented by courses in public health nursing, or an equivalent combination of experience and training providing the following knowledge, abilities and skills, including:
  - (1) Knowledge and skill in the application of the principles and procedures of public health nursing;
  - (2) Knowledge of the social and economic forces in society that affect health, and of relevant family and group relationships;
  - (3) Knowledge of City health policies and procedures;
  - (4) Ability to grasp readily the principles underlying the disease preventive aspects of a public health program;
  - (5) Ability to carry out general instructions and to make independent judgments in relation to the application of nursing principles;
  - (6) Ability to express ideas clearly, orally and in writing;
  - (7) Ability to exercise tact, initiative and good judgment in dealing with people;
  - (8) Candidates for this position must possess a license as a registered nurse and be certified as a public health nurse by the State of Wisconsin.

#### **SEC. 2-3-25 CITY SANITARIAN.**

- (a) **PRIMARY FUNCTION.** The City Sanitarian shall be responsible for enforcing environmental health sections of the State Code and City Ordinances and conducting activities aimed at preventing disease-endangering situations by inspection, education and recommending legislative action when appropriate.
- (b) **MAJOR DUTIES AND RESPONSIBILITIES.** The City Sanitarian shall:
  - (1) Inspect potential ordinance and health violations upon complaint, enlisting conformance by the violator by persuasion and threat of court action.
  - (2) Inspect all Class A and B malt liquor license holders, at least annually, and upon change of ownership, in cooperation with the Chief of Police and Fire Chief.
  - (3) Oversee follow-through with victims bitten by animals and subsequent inspection of impounded animals.
  - (4) Provide education to individuals and the public on preventative and maintenance of good health practices.
  - (5) Process and implement the agent of the State Division of Health programs.
  - (6) Coordinate and monitor dairy product inspections and rodent control.
- (c) **POSITION REQUIREMENTS.** The City Sanitarian shall be registered in the State of Wisconsin. A Sanitarian is a person with education in the environmental sciences, who applies those knowledges, skills and attributes to management of the environment for health and safety.

#### **SEC. 2-3-26 COMMUNITY DEVELOPMENT DIRECTOR.**

- (a) **PRIMARY FUNCTION.** The Community Development Director shall be responsible for managing and carrying out the activities of the Community Development Department,



including responsibility for City planning, zoning, building inspections, code enforcement and economic development. His activities shall be under the jurisdiction of the Administration Committee. He shall report to the Mayor.

(b) **MAJOR DUTIES AND RESPONSIBILITIES.** The Community Development Director shall:

- (1) Meet with the public regarding zoning, development, code enforcement and provide recommendations to City officials;
- (2) Serve as Economic Development Coordinator, including responsibility for downtown redevelopment, housing/business relocation and commercial and industrial expansion;
- (3) Oversee building inspection services;
- (4) Maintain records, conduct surveys and provide data in carrying out City planning functions;
- (5) Work with other City employees, City officials and officials from other municipalities in coordinating planning and development activities;
- (6) Prepare applications for State and Federal grants and administer relative grants;
- (7) Develop and carry out housing rehabilitation programs, including coordinating community data and performing acquisition/relocation functions;
- (8) Serve as Zoning Administrator;
- (9) Act as an advisor to and secretary of the Planning Commission;
- (10) Attend meetings of the Planning Commission, Common Council, boards and committees as required;
- (11) Assist in the selection of all new employees within his jurisdiction;
- (12) 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 Community Development Director requires a minimum of three (3) to five (5) years of planning, zoning and community development experience and a bachelor's degree in urban planning or a related area, or an equivalent combination of experience and training which provides the following knowledge, abilities and skills:

- (1) Knowledge of the principles and practices of planning and zoning;
- (2) Knowledge of housing rehabilitation, methods, techniques, costs, energy requirements, zoning requirements and building inspection methods;
- (3) Knowledge of municipal laws, civil engineering methods and public works administration;
- (4) Knowledge of research methods and statistical analysis;
- (5) Ability to organize and carry out projects;
- (6) Ability to supervise the work of others;
- (7) Ability to develop and maintain records and reports;
- (8) Ability to establish and maintain working relationships with City officials, employees, officials in other cities and the public;
- (9) Ability to communicate, orally and in writing.

## **SEC. 2-3-27 BUILDING AND PLUMBING INSPECTOR.**

(a) **PRIMARY FUNCTION.** The Building and Plumbing Inspector shall be responsible for inspection work in securing compliance with local and national building and plumbing codes and regulations. His work involves the performance of both field and office work in

carrying out municipal building and plumbing inspection programs and effecting compliance with legally established specifications and requirements. He shall report to the Community Development Director.

(b) **MAJOR DUTIES AND RESPONSIBILITIES.** The Building and Plumbing Inspector shall:

- (1) Inspect building construction and alterations including remodeling and additions for conformity with building codes and approved plans and specification requirements; check soil conditions for footing, size of excavations, setbacks, foundation walls, vents, structural columns and beams; check location and layout of steel reinforcing; check structural steel sections, wood trusses and roof braces, partitions, firebrick and fireplaces;
- (2) Inspect plumbing installation during construction for compliance with codes and regulations and examine completed installations for workmanship and use of proper materials;
- (3) Inspect sewer, heating and related installations for compliance with codes and regulations; issue building, plumbing, heating and electrical permits;
- (4) Review plans and assist and advise builders, plumbers, contractors and others regarding pertinent codes and regulations; consult with supervisors on procedures to be followed in case that they are not clearly covered by Codes;
- (5) Check complaints in regard to defective installations; assist in prosecution of violators of regulations; review and handle complaints;
- (6) Prepare and maintain necessary records and reports;
- (7) Direct and monitor the sanitary health issues of the City and, through staff, investigate complaints and maintain records;
- (8) Perform such other duties and responsibilities determined by the Common Council and set forth in this Code of Ordinances not enumerated above.

(c) **POSITION REQUIREMENTS.** The position of Building and Plumbing Inspector requires a minimum of three (3) to five (5) years of experience in a variety of building construction work, such as plumbing, electrical and HVAC (heating, ventilation and air conditioning) and two (2) years of additional training beyond high school in a plumbing apprenticeship or related field, or an equivalent combination of experience and training which provides the following knowledge, abilities and skills:

- (1) Knowledge of the methods, materials and techniques involved in building construction, repair and alteration;
- (2) Knowledge of the methods and practices involved in installing, repairing and maintaining a variety of plumbing and allied installations, equipment and appliances;
- (3) Knowledge of national and local codes and regulations relating to building construction and to plumbing and allied installations;
- (4) Ability to interpret and enforce building, plumbing and allied codes;
- (5) Ability to detect and locate defective building construction and plumbing installations and to ascertain the stage of construction when defects are most easily found and remedied;
- (6) Ability to work from plans, blueprints and diagrams;
- (7) Ability to contact building owners, contractors, craftsmen and others, and to develop and maintain satisfactory working relationships on inspectional and regulatory matters;
- (8) Possession of a master plumber's license and certified by the State of Wisconsin.

## **SEC. 2-3-28 LIBRARY DIRECTOR.**

- (a) **PRIMARY FUNCTION.** The Director is responsible for coordinating the library functions and requirements of the Library Board, the community, the staff and local government. The Director shall be the executive officer of the board and directly responsible to it. Qualifications for the Directorship of the library will be a master's degree in library science from a library school accredited by the American Library Association and all other pertinent qualifications enumerated in Sec. PL 6.03, Wis. Adm. Code.
- (b) **MAJOR DUTIES AND RESPONSIBILITIES.**
- (1) Board Relations. The Director shall:
- a. Organize and plan agendas for Board meetings in consultation with the President.
  - b. Notify Board members of meetings and prepare appropriate public notices.
  - c. Attend all Library Board or committee meetings, except when officially excused by the President.
  - d. Assist Secretary in the preparation and distribution of minutes.
  - e. Prepare regular monthly reports and otherwise generally apprise the Board of significant activities, events, problems and concerns of the library.
  - f. Formulate and recommend policies for Board approval and implement the same.
- (2) Planning. The Director shall:
- a. Continually evaluate the effectiveness of library services in relation to changing needs of the community and develop plans to meet those needs.
  - b. Evaluate future needs for library services and resources to meet those needs.
  - c. Prepare long-range plans for the library.
- (3) Finance. The Director shall:
- a. Prepare an annual budget for Board consideration and adoption.
  - b. Present the budget as adopted to the Common Council.
  - c. Represent the library's budgetary interests to the County Board.
  - d. Make or supervise expenditures of library funds.
  - e. Prepare bills for approval by the Board at regular meetings and subsequent payment by the City.
  - f. Prepare monthly and yearly financial reports on budget accounts, receipts and endowment funds and present an audit report to the Board.
  - g. Prepare and send to the Division for Library Services the required annual report.
  - h. Prepare an annual review of library insurance policies and recommendations for any changes.
- (4) Personnel. The Director shall be responsible for all aspects of personnel management, including:
- a. Classification of staff positions and periodic revision of job descriptions.
  - b. Recruitment and interviewing of candidates for positions.
  - c. Recommendation of employee hiring, firing, promotion and merit bonuses to the Board.
  - d. Scheduling, organizing and supervising work operations.
  - e. Establishment of work rules and regulations.
  - f. Training and professional development of employees.
  - g. Promotion of employee work satisfaction and general staff welfare.

- h. Preparation of annual evaluations of all staff members, except pages, aides and temporary employees.
- (5) Public and Patron Relations. The Director shall:
- a. Recommend and administer public relations activities.
  - b. Establish and maintain effective working relationships with other governmental and educational agencies, civil and community groups, the general public and the news media.
  - c. Represent the Library at and speak before community, civic and other groups regarding the objectives and activities of the library.
  - d. Be responsible for dealing with patron complaints.
- (6) The Director shall supervise selection, acquisition and processing of library materials to meet public needs within the structure of library selection policies and budgetary limitations.
- (7) The Director shall supervise housekeeping, maintenance and repair of the building and grounds.
- (8) The Director shall maintain a professional state-of-the-art awareness. This shall include attendance at professional and other meetings as appropriate.