



Executive Recruitment for Administration Director – City of Platteville, Wisconsin

The City of Platteville is seeking its next Administration Director. To ensure consideration, applicants should submit a resume and cover letter by Friday, June 2 to citymanager@platteville.org. The City of Platteville is an Equal Opportunity Employer. For additional information about the City of Platteville, visit www.platteville.org.

Our Community

Located in scenic southwest Wisconsin, Platteville is home to over 12,000 residents, including a large student population. Platteville is part of Wisconsin's Driftless Area and is surrounded by rolling hills and beautiful farm country. While Platteville started as a lead and zinc mining center, today the area economy revolves around agriculture and manufacturing. The city has a historic Main Street and extensive retail opportunities both downtown and near the east-side expressway exit. Platteville is the home of University of Wisconsin-Platteville, which serves over 8,000 students with on-campus and distance learning programs.



Platteville has excellent medical facilities, a bustling industry park, and several quickly developing housing areas. Residents and visitors enjoy 16 city parks, which include over 200 acres of open space, the city's art gallery and museums, playgrounds, baseball and softball diamonds, biking and hiking trails, a skate park, picnic shelters, an arboretum, and an outdoor aquatics center. New community amenities include a new 22,000 square foot public library and the Rountree Branch Trail, a paved and lighted trail for bicyclists and walkers. Platteville Public Schools consistently receive high ratings. In addition, area residents benefit from the many educational, athletic and cultural events offered at UW-Platteville.



City Government

The City of Platteville has a City Manager form of government. Platteville's Common Council has seven members; three of the members have served for over fifteen years and bring a wealth of knowledge to their role. While Platteville's City Manager has only been with the City for two years, the



leadership team includes many long tenured employees. In addition to the Administration Director, other leadership team members include the Public Works Director, Community Development Director, Police Chief, Fire Chief, Recreation Manager, Library Director and Museum Director. Having a supportive and cooperative working relationship is of high importance to the members of the leadership team. 71 regular full-time and 17 part-time employees work at the City. Volunteer firefighters and seasonal employees round out the rest of our team.

Administration Department

The Administration Department consists of the following functions:

- Finance (General Operations, Tax Increment Districts, Water and Sewer Utility)
- Risk Management
- City Clerk (elections, records, licensing)
- IT (contracted services)
- Airport (contracted services)
- Assessing (contracted services)



Human Resources is a shared responsibility with the City Manager. The Administration Director coordinates the City's compensation/benefit plans and employment policies, while the City Manager focuses on staffing, organization development and performance management.

On average, the Administration Director can expect to spend about half of their time on finance-related projects, with the other half spread between the other functional areas. The Administration Department has 7.5 employees, many of whom have been in their jobs for several years.

Significant accomplishments of the Department over the past few years have included:

- Working with the IT contractor to implement a VOIP phone system,
- Redesigning the City budget to meet best practices as established by the Government Finance Officers Association (GFOA),
- Working with the City's financial consultant to develop a long range financial plan,
- Adding new revenue through an ambulance fee and wheel tax, and
- Outsourcing the City's flexible benefit and HRA insurance programs.

Future Challenges and Opportunities

- Addressing local challenges related to debt-management, capital needs, and state-imposed spending restraints,
- Identifying opportunities for financial savings and process improvements,
- Advancing the use of technology to support City operations,
- Hiring a new City Clerk in spring 2018 and succession planning for the future,
- Developing an orientation program for new employees,
- Updating the employee handbook and wage schedule for part-time staff,
- Evaluating inexpensive remodeling options to improve customer service and work flow, and
- Updating the City's administrative policies.

Candidate Qualifications

Position requires a Bachelor's degree in accounting, finance or related field and at least 5 years of related experience, with two or more years in a supervisory role. Experience with accounting, payroll, financial analysis and projections, budgeting, and audits is required. Experience with government accounting, IT and human resources is desired but not required. Strong communication skills are important, including the ability to translate complex topics for other leaders, elected officials and the general public. The position is fast-paced; the successful candidate will be able to manage several projects simultaneously while maintaining high attention to details. The successful candidate will also support a culture of engagement and transparency by involving employees, elected officials and residents into decision-making processes.

City of Platteville leaders are all expected to model the City's values of:

- Having a positive impact on our community,
- Treating our customers with care,
- Working cooperatively together,
- Doing quality work,
- Demonstrating integrity on the job,
- Showing flexibility and a "can-do" spirit,
- Acting as good stewards of the City's resources, and
- Ensuring our safety and the safety of others.

Search Timeline

Resumes Due: Friday, June 2

First Interviews: Thursday, June 8 or Friday, June 9

Finalist Interviews: Monday, June 12 or Tuesday, June 13

Anticipated Offer: Week of June 12

Anticipated Start Date: Week of July 17

Why Join the City of Platteville Leadership Team? Here's What Our Leaders Had to Say...

- I love being a part of something larger in which our main goal is to make a difference. I love that everyone cares about the work they do and that I have the option of flexibility when needed.
- The leadership team at the City of Platteville is very much a team sport and I enjoy being part of that team and contributing to the individual and collective success of the team.
- Working as a department head for the City of Platteville is one of the most rewarding positions I have held. I have the autonomy to act with agility while having the support of experienced professionals in the leadership team, City Manager, and City Council. I admit I was hesitant to move to Platteville from a more cosmopolitan area, but have been pleasantly surprised with the variety cultural options, friendliness of my neighbors, and wonderful opportunities to explore the great outdoors through the trails that are just steps from my door. If you are looking for a place where you can truly make a difference in a great community, this is it.