



### **City Administrator - Treasurer Profile**

**Position Location:** Beautiful Fountain City, Wisconsin

**Department:** City Administration

**Reports To:** Mayor

**Salary Range:** \$72,000 – \$92,000 annually, based on qualifications and experience

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### **About Us**

Fountain City is a close-knit community nestled along the Mississippi River, known for its scenic beauty, historic charm, and strong sense of civic pride. The city operates with a small, dedicated team and values professionalism, transparency, and sound decision-making.

We are seeking a capable and community-minded **City Administrator - Treasurer** to provide day-to-day administrative leadership, financial oversight, and operational continuity for the City. This role is ideal for a municipal professional who enjoys a hands-on environment, values consistency and precedent, and wants to make a meaningful impact in a small community.

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### **Why Join Our Team?**

- **Community Impact:** Play a central role in guiding the daily operations of the city and supporting thoughtful, well-informed decision-making.
  - **Professional Autonomy:** Serve as the City's chief administrative officer with clear authority to manage operations, finances, and routine decision-making.
  - **Variety of Work:** Engage in a broad mix of responsibilities including budgeting, zoning administration, legal coordination, staff supervision, and council support.
  - **Stability & Continuity:** Help provide professional consistency across changes in elected leadership.
  - **Work-Life Balance:** Enjoy a predictable schedule in a small-city environment with limited after-hours demands.
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### **Your Role**

As City Administrator / Treasurer, you will be responsible for the day-to-day administration of City operations and financial management. Key responsibilities include:

- Overseeing daily City operations and implementing policies adopted by the Common Council.
- Serving as the primary administrative liaison to the City Attorney and coordinating legal and procedural matters.
- Providing administrative oversight of zoning and land use matters, including coordination with the Planning, Zoning and Community Development Committee and Board of Appeals.
- Preparing and presenting the annual operating budget to the Finance and Administration Committee and Common Council.
- Monitoring City finances, including cash flow, fund balances, investments, and expenditures.
- Coordinating and managing the annual audit and preparing financial reports for City leadership.
- Providing administrative supervision to the Public Works Supervisor and City Clerk.
- Assisting with coordination between the Library Director and the Library Board as needed.
- Supporting and facilitating effective Common Council and committee meetings.

- Ensuring follow-through on Council actions and maintaining consistent administrative practices.
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### **What We're Looking For**

- A professional with sound judgment and the ability to apply precedent to routine decisions.
  - Strong communication skills and the ability to work effectively with elected officials, staff, legal counsel, and the public.
  - Experience or background in municipal administration, public finance, accounting, or a related field.
  - Familiarity with Wisconsin municipal statutes and procedures (preferred).
  - Strong organizational skills and the ability to manage multiple responsibilities in a small, lean organization.
  - Bachelor's degree in public administration, finance, accounting, business administration, or a related field (or equivalent experience).
  - Valid Driver's License.
  - Ability to pass a background check.
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### **Comprehensive Benefits Package**

- **Paid Holidays:** Includes recognized City holidays.
  - **Health & Life Insurance:** Available in accordance with City policy.
  - **Wisconsin Retirement System:** Participation in a strong public pension program.
  - **Vacation and Sick Leave:** Competitive leave benefits based on tenure.
  - **Additional Leave:** Personal days, jury duty pay, funeral leave, and other leave as provided by City policy.
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### **Physical Requirements**

- Ability to sit for extended periods while performing administrative duties.
  - Ability to use a computer and office equipment for prolonged periods.
  - Ability to attend evening meetings as required.
  - Occasional lifting of materials up to 25 pounds.
  - Ability to travel locally for meetings or City business.
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### **Ready to Apply?**

If you're interested in providing professional leadership and helping guide the day-to-day operations of a small, vibrant community, we'd love to hear from you!

#### **How to Apply:**

- Visit the City of Fountain City website for application details
  - Apply via Indeed.com or other posting platforms as directed
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### **Equal Opportunity Employer**

The City of Fountain City is an Equal Opportunity Employer. We are committed to fostering a respectful and inclusive workplace. Reasonable accommodations will be provided to qualified individuals with disabilities.