



**CITY OF HILLSBORO  
POSITION DESCRIPTION**  
*April 2025*

**POSITION TITLE:** City Administrator  
**DEPARTMENT:** Administration  
**PAY BASIS:** Salary  
**STATUS:** Full Time

**PURPOSE AND SUMMARY:**

The City Administrator is the chief administrative officer for the City of Hillsboro and is responsible for the effective and efficient management of city operations, programs, and services. This position ensures that the policies and directives of the Mayor and Common Council are implemented in a professional and timely manner. The Administrator promotes interdepartmental coordination, supports the City's strategic goals, and serves as a liaison between elected officials, city staff, and the public.

In addition to general administrative duties, the City Administrator serves as the City's Public Information Officer, Personnel Records Manager, Zoning Administrator, and carries out other responsibilities as defined by the Hillsboro Code of Ordinances. Selection is based upon the recommendation of the Mayor and subject to approval by the Common Council. Selection shall be based upon merit and qualification.

**ESSENTIAL FUNCTIONS:**

1. **Administrative Oversight:** Manages day-to-day operations of the City, ensuring all ordinances, resolutions, and policies are implemented and followed.
2. **Policy Implementation:** Carries out directives from the Mayor and Common Council and provides regular reports on progress and challenges.
3. **Intergovernmental Relations:** Represents the City in matters involving legislative, regional, state, and federal agencies.
4. **Board and Committee Participation:** Serves as an ex-officio non-voting member of all boards, commissions, and committees unless otherwise directed.
5. **Public Communication:** Acts as a public information officer in coordination with the City Clerk, ensuring transparency and compliance with open meetings laws.
6. **Citizen Engagement:** Facilitates communication between residents and the City, ensuring concerns and suggestions are directed to appropriate departments and addressed in a timely manner.
7. **Zoning and Development:** Administers zoning and land use as outlined in the Hillsboro Code of Ordinances and supports economic development initiatives.
8. **Tax Incremental District (TID) Management:** Oversees all aspects of TID operations, reporting, and compliance.

**ADDITIONAL ESSENTIAL DUTIES:**

1. Keeps current with federal, state, and county legislation and regulations affecting municipal operations.
2. Assists department heads and elected officials in securing grants and funding opportunities.



3. Coordinates preparation of agendas and materials for Council and committee meetings.
4. Supports drafting of ordinances and resolutions in cooperation with the Mayor and Council.
5. Acts on behalf of the Council during emergencies or when meetings cannot be convened.
6. Performs other duties as assigned by the Mayor or Common Council.

#### **WORK RELATIONSHIPS:**

1. Reports to the Mayor and Common Council
2. Works closely with City staff, department heads, elected officials, and community stakeholders.

#### **REQUIRED EDUCATION, EXPERIENCE, TRAINING, AND CERTIFICATION:**

1. Bachelor's degree in Public Administration, Political Science, Business Administration, or a related field. (Master's degree preferred.)
2. Minimum of two years of progressively responsible experience in municipal administration or equivalent combination of education and experience.
3. Consideration will be given to candidates with private sector or military experience if they can demonstrate accomplishments that align with the required skills

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Strong understanding of municipal government operations, budgeting, and public administration principles.
2. Excellent verbal and written communication and leadership skills with the ability to foster teamwork and collaboration.
3. High level of personal and professional integrity, with sound judgment and discretion in making decisions aligned with City policy and community interests.
4. Knowledge of Wisconsin State Statutes relating to municipal government and intergovernmental relations.
5. Experience in grant writing, strategic planning, and economic development.
6. Budget development and financial management experience, including redevelopment and capital financing
7. High proficiency in preparing and interpreting reports, policies, budgets, and contracts
8. Experience in managing personnel matters, including evaluation, team building, and conflict resolution.

#### **PHYSICAL REQUIREMENTS:**

1. Ability to work in a standard office environment with occasional attendance at off-site meetings and events which occasionally includes standing, bending, kneeling, and crouching
2. Ability to manage multiple projects simultaneously and meet deadlines.
3. Ability to operate general office equipment including computer, telephone, and copier.
4. Ability to function in situations encountered in a normal office setting with frequent interruptions.
5. Ability to occasionally lift or move up to 50 pounds.



## **Position Description**

### **City Administrator**

### **City of Hillsboro, WI**

#### **Section 2.3.3 City Administrator.**

- (a) **Selection.** The City Administrator shall be hired pursuant to Section 2.3.2 on merit, based on appropriate education and experience, and shall be responsible for the administration of the ordinances and policies set forth by the Common Council.
- (b) **Chain of Command.** The City Administrator, subject to the limitations defined in resolutions and ordinances of the City and the Wisconsin Statutes, shall be the chief administrative officer of the City, responsible only to the Mayor and Common Council for the proper administration of the business affairs of the City pursuant to Wisconsin Statutes, City Ordinances, and the resolutions and directives of the Common Council. The Administrator shall be responsible for the administration of all day-to-day operations and services provided by the city government including supervision and oversight of all departments and staff, including directing the effective and efficient performance of all city employees and coordinating and expediting all city services, functions, and programs. General direction shall be provided to the Police Department, with emphasis relative to the fiscal, budgetary, and administrative matter of the Police Department.
- (c) **General Duties.** The City Administrator shall perform promptly and effectively the following general duties:
  - (1) Carry out directives of the Mayor and Common Council which require administrative implementation, reporting promptly to the Mayor and Council any difficulties encountered.
  - (2) Be responsible for the administration of all day-to-day operations of the City government, including the monitoring of all City ordinances, resolutions, Council meeting minutes and state statutes.

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- (3) Establish when necessary administrative procedures to increase the effectiveness and efficiency of City government according to current practices in local government.
  - (4) Serve as ex-officio non-voting member of all boards, commissions and committees of the City, except as specified by the Common Council or Wisconsin state statutes.
  - (5) Keep informed concerning current federal, state and county legislation and administrative rules affecting the City and submit appropriate reports and recommendations thereon to the Council.
  - (6) Keep informed concerning the availability of federal, state and county funds for local programs. Assist department heads and Council in obtaining these funds under the direction of the Mayor and the Council.
  - (7) Represent the City in matters involving legislative and inter-governmental affairs submitting appropriate recommendations as needed to the Mayor and Council.
  - (8) In cooperation with the City Clerk, act as public information officer for the City with the responsibility of assuring that the news media are kept informed about the operations of the City and that all open meeting rules and regulations are followed;
  - (9) Establish and maintain procedures to facilitate communications between citizens and City government to assure that complaints, grievances, recommendations and other matters receive prompt attention by the responsible official, and to assure that all such matters are expeditiously resolved;
  - (10) Promote the economic well-being and growth of the City through public and private sector cooperation;
  - (11) Be responsible for all duties of the Zoning Administrator as defined in the Hillsboro Code of Ordinances.
  - (12) Be responsible for all aspect of the management of the Tax Incremental Districts.
  - (13) Perform such other duties as shall be assigned by the Common Council or the Mayor.
- (d) **General Responsibilities to the Common Council.** The City Administrator shall have the following general responsibilities:
- (1) Attend all meetings of the Council, unless excused by the Mayor or a majority vote of the Common Council, and at such meetings assist the Mayor and the Council as necessary with the performance of their duties.
  - (2) Attend all meetings of the standing and special committees of the Common Council if requested by the Mayor or committee chairperson, assisting committee members as necessary in the performance of their duties.
  - (3) In coordination with the Mayor, the Common Council and the City Clerk, ensure that appropriate agendas are prepared to all meetings of the Council, all Council committees, and all other appropriate committees and commissions of the City, together with such supporting material as may be required; with nothing herein being construed as to give the Administrator authority to limit or in any way prevent matters from being considered by the Council, or any of its committees and commissions.

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- (4) Assist in the preparation of ordinances and resolutions as requested by the Mayor or the Council, or as needed.
  - (5) Keep the Mayor and Council regularly informed about the activities of the Administrator's Office by oral or written report at regular and special meetings of the Council.
  - (6) In the event that action normally requiring Council approval is necessary at a time when the Council cannot meet, the Administrator shall receive directives from the Mayor.
  - (7) Perform such other responsibilities as shall be assigned by the Mayor or Council.
- (e) **General Personnel Responsibilities and Duties.** The City Administrator shall carry out promptly and effectively the following personnel related duties:
- (1) Be responsible for the administrative direction and coordination of all employees of the City according to the established organization procedures.
  - (2) Recommend to the Council the appointment, promotion, and when necessary for the good of the City, the suspension or termination of department heads.
  - (3) In consultation with the appropriate department head, be responsible for the appointment, promotion and when necessary for the good of the City, the suspension or termination of employees below the department head level.
  - (4) Assist in the appointment and/or hiring of all non-elected officers and employees. When a vacancy occurs, the Administrator shall take such steps as are necessary to solicit or advertise for applications according to established hiring procedures, and upon completion of an administrative review, shall submit to the Personnel and Finance Committee a ranked list of applicants with an evaluation of each applicant. The list shall consist of five (5) candidates unless there are fewer than five (5) applicants for the position and then the list shall consist of all the applicants. A selection shall be made by the Finance and Personnel Committee, which shall refer it to the Common Council for final action.
  - (5) Serve as personnel officer for the City with responsibilities to see that complete and current personnel records, including specific job descriptions, for all City employees are kept; evaluate in conjunction with department heads the performance of all employees on a regular basis; recommend salary and wage scales for City employees not covered by collective bargaining agreements; develop and enforce high standards of performance by City employees; assure that City employees have proper working conditions; work closely with department heads to promptly resolve personnel problems or grievances; assure compliance with all local, state and federal laws and regulations applicable to hiring and employment practices.
  - (6) Work closely with department heads to assure that employees receive adequate opportunities for training to maintain and improve their job-related knowledge and skills and act as the approving authority for requests by department heads and City employees to attend conferences, meetings, training schools, etc.; provided that funds have been budgeted for these activities.

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- (7) Be responsible for such other personnel practices and matters as shall be assigned or delegated by the Mayor or Council.
  - (f) **General Budgeting and Purchasing Responsibilities and Duties.** The City Administrator shall carry out promptly and effectively the following budgeting and purchasing responsibilities:
    - (1) Be responsible for the preparation of the annual City budget, in accordance with guidelines as may be provided by the Common Council and in coordination with department heads, and pursuant to state statutes, for review and approval by the Mayor, Finance Committee and the Council.
    - (2) Administer the budget as adopted by the Council; with the authority to approve expenditures budgeted by the Council in amounts not to exceed nine thousand, nine hundred, ninety-nine dollars and ninety-nine cents (\$9,999.99).
    - (3) Report regularly to the Council on the current fiscal position of the City.
    - (4) Supervise the accounting system of the City and insure that the system employs methods in accordance with current professional accounting practices.
    - (5) Serve as the purchasing agent for the City, supervising all purchasing and contracting for supplies and services subject to the purchasing procedures established by the Council and any limitations provided by the Wisconsin Statutes.
    - (6) Be responsible for such additional budgeting and purchasing matters as shall be assigned or delegated by the Mayor or Council.
  - (g) **Cooperation by and with City Administrator.** All officials and employees of the City shall cooperate with and assist the City Administrator and the City Administrator shall similarly cooperate with and assist all officials and employees of the City so that the City government shall function effectively and efficiently.
  - (h) **Mayor and Council Power and Authority Retained.** This Section is not intended to limit in any way the power and authority of the Mayor or Common Council.

## POSITION TITLE: City Administrator

### Job Analysis

#### PHYSICAL REQUIREMENTS

1. Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like.  
☐ Never ☒ Occasionally (11-33%) ☐ Frequently (34-66%) ☐ Continuously (67-100%)
2. Moving self in different positions to accomplish tasks in various environments including tight and confined spaces.  
☐ Never ☒ Occasionally (11-33%) ☐ Frequently (34-66%) ☐ Continuously (67-100%)
3. Remaining in a stationary position, often standing or sitting for prolonged periods.  
☐ Never ☐ Occasionally (11-33%) ☐ Frequently (34-66%) ☒ Continuously (67-100%)
4. Moving about to accomplish tasks or moving from one worksite to another.  
☐ Never ☐ Occasionally (11-33%) ☒ Frequently (34-66%) ☐ Continuously (67-100%)
5. Communicating with others to exchange information.  
☐ Never ☐ Occasionally (11-33%) ☐ Frequently (34-66%) ☒ Continuously (67-100%)
6. Repeating motions that may include the wrists, hands and/or fingers.  
☐ Never ☐ Occasionally (11-33%) ☐ Frequently (34-66%) ☒ Continuously (67-100%)
7. Operating machinery and/or power tools.  
☐ Never ☒ Occasionally (11-33%) ☐ Frequently (34-66%) ☐ Continuously (67-100%)
8. Operating motor vehicles or heavy equipment.  
☐ Never ☐ Occasionally (11-33%) ☒ Frequently (34-66%) ☐ Continuously (67-100%)
9. Assessing the accuracy, neatness and thoroughness of the work assigned.  
☐ Never ☐ Occasionally (11-33%) ☐ Frequently (34-66%) ☒ Continuously (67-100%)
10. Lift and/or move objects up to 20 pounds.  
☐ Never ☐ Occasionally (11-33%) ☒ Frequently (34-66%) ☐ Continuously (67-100%)
11. Lift and/or move objects up to 50 pounds.  
☐ Never ☒ Occasionally (11-33%) ☐ Frequently (34-66%) ☐ Continuously (67-100%)
12. Lift and/or move objects up to 100 pounds or more.  
☒ Never ☐ Occasionally (11-33%) ☐ Frequently (34-66%) ☐ Continuously (67-100%)
13. Bend at waist.  
☐ Never ☐ Occasionally (11-33%) ☒ Frequently (34-66%) ☐ Continuously (67-100%)

14. Kneel or crouch.

☐ Never ☐ Occasionally (11-33%) ☐ Frequently (34-66%) ☐ Continuously (67-100%)

## MENTAL REQUIREMENTS

15. Ability to work in a stressful work environment

☐ Never ☐ Occasionally (11-33%) ☐ Frequently (34-66%) ☐ Continuously (67-100%)

16. Ability to prioritize work tasks

☐ Never ☐ Occasionally (11-33%) ☐ Frequently (34-66%) ☐ Continuously (67-100%)

17. Ability to manage interpersonal interactions/conflicts

☐ Never ☐ Occasionally (11-33%) ☐ Frequently (34-66%) ☐ Continuously (67-100%)

18. Ability to multi-task

☐ Never ☐ Occasionally (11-33%) ☐ Frequently (34-66%) ☐ Continuously (67-100%)

19. Ability to sustain focus to complete tasks requiring attention to detail to meet deadlines despite many interruptions

☐ Never ☐ Occasionally (11-33%) ☐ Frequently (34-66%) ☐ Continuously (67-100%)

## ENVIRONMENTAL REQUIREMENTS

20. Low temperatures.

☐ Never ☐ Occasionally (11-33%) ☐ Frequently (34-66%) ☐ Continuously (67-100%)

21. High temperatures.

☐ Never ☐ Occasionally (11-33%) ☐ Frequently (34-66%) ☐ Continuously (67-100%)

22. Outdoor elements such as precipitation and wind.

☐ Never ☐ Occasionally (11-33%) ☐ Frequently (34-66%) ☐ Continuously (67-100%)

23. Noisy environments.

☐ Never ☐ Occasionally (11-33%) ☐ Frequently (34-66%) ☐ Continuously (67-100%)

24. Hazardous conditions.

☐ Never ☐ Occasionally (11-33%) ☐ Frequently (34-66%) ☐ Continuously (67-100%)

25. Poor ventilation.

☐ Never ☐ Occasionally (11-33%) ☐ Frequently (34-66%) ☐ Continuously (67-100%)

26. Small and/or enclosed spaces.

☐ Never ☐ Occasionally (11-33%) ☐ Frequently (34-66%) ☐ Continuously (67-100%)



27. No adverse environmental conditions expected.

☐ **Never**   ☐ Occasionally (11-33%)   ☐ Frequently (34-66%)   ☐ Continuously (67-100%)

Joshua Finch

Employee Name (print)

April 28, 2025

Date (print)

City Administrator

Employee's Job Title