

# THE CITY *of Altoona*



## Assistant City Administrator

**Altoona, Wisconsin**



# THE COMMUNITY



POPULATION  
8,651



SIZE  
4.7 sq. miles



MEDIAN INCOME  
\$55,571



MEDIAN HOME  
VALUE  
\$157,600

The City of Altoona, Wisconsin (population 8,651– 4.7 sq. miles) is located within Eau Claire County and adjacent to the City of Eau Claire. The Eau Claire MSA population is approximately 169,000 residents and is the economic and cultural hub of Western Wisconsin. The area is along the transition zone between the beautiful driftless region to the south and the great Wisconsin Northwoods. The landscape consists of rolling hills, bucolic scenery, and hundreds of lakes and rivers where one can enjoy excellent camping, hiking, cycling, and outdoor activities in all seasons. Eau Claire is home to the University of Wisconsin - Eau Claire, and the region features a vibrant arts, culture, music, and food scene, along with excellent K-12 schools and an affordable cost of living. Altoona is located approximately 90 miles east of Minneapolis/St. Paul and 175 miles northwest of Madison, offering easy access to professional sporting events, touring musicians and shows as well as world-class special events.

Altoona is experiencing an unprecedented period of both residential and commercial growth that offers exciting opportunities for Altoona's next Assistant City Administrator to directly influence the complexion of our community. Altoona has experienced a 30% increase in population since 2010, the highest rate of growth for any City in Wisconsin. Permits for new homes set new records in 2019 and 2020, and growth was similar in 2021. With a full pipeline of projects with zoning entitlement or currently in process, 2022 stands to be another strong year. Growth has been mixed between redevelopment, infill, and new neighborhoods.

Development in the past decade has resulted in an improved balance of housing and employment opportunities. In 2010, 28% of Altoona's equalized value was commercial and industrial property, a figure that increased to over 40% by 2020. This figure is especially meaningful in the context of Altoona's boom in housing.

This growth has resulted in ongoing dialogue among elected and appointed officials concerning the character and location of growth and change in the city. These conversations are anticipated to be crystallized and given direction through the current comprehensive plan update.

Altoona is a full-service municipality that provides a wide variety of services to its citizens and visitors. Altoona is a progressive, value-driven organization focused on providing Altoona residents with a variety of quality-of-life amenities and events to enrich their lives.

**Altoona Values:**

1. Effective, transparent communications in every aspect of operations.
2. Being excellent stewards of the City’s finances.
3. The City’s duty to care for our assets including buildings, streets, utilities, parks, rolling stock, and equipment, and pursue this duty diligently.
4. A well-trained, happy, professional workforce that provides excellent customer service to Altoona’s residents.
5. Safe neighborhoods for all Altoona residents and excellent response from Altoona’s public safety professionals.
6. Thoughtfully planned, sustainable, and resilient, residential, and business development.
7. Altoona’s children and the importance of providing quality education to all of Altoona’s youth.

The City is governed by a seven-member Council, including six council members and a part-time mayor. The Council establishes policy-level direction through the strategic planning process. Current strategic initiatives include:

- Focusing efforts on long-range planning and making sustainability and equity priorities.
- Improving public outreach and City communications.
- Implementing findings of City-wide space and facility needs study.
- Assuring the City’s financial house is in order.
- Focusing on staff development and accountability to foster a high-performing work environment.
- Maximizing cooperation with other agencies and private entities.
- Evaluating technological needs and implementing solutions as identified.

The Council hires a city administrator to act as the chief operating officer that presides over daily operations; the incumbent has been in their position for the past sixteen years. The city administrator works with City staff to fulfill the mission defined by Council and provides support to department heads who are afforded a high degree of autonomy in completing the City’s mission. City Departments include planning, clerks office, administrative services, public works and engineering (including roads, water, wastewater, stormwater), parks maintenance and recreation programs, fire, and police.



FULL-TIME  
EMPLOYEES

40+



DEPARTMENTS

8



FY22 GENERAL  
FUND BUDGET

\$7,043,481



TOTAL BUDGET

\$27,320,980

The Assistant City Administrator (ACA) works very closely with the City Administrator to oversee the daily operations of the City and to implement policy approved by the City Council. The ACA fosters cooperative working relationships among city departments and with intergovernmental partners and various public and private constituent groups.

As a key employee of a small city, the ACA is expected to be a well-rounded generalist with broad interests and expertise that is regularly applied across the full range of current issues. The ACA serves as the City Administrator as assigned during the Administrator's absence. The ACA has supervisory responsibilities for the Clerks, Administrative Services and Recreation departments and is responsible for assuring required work in those departments is completed satisfactorily. The ACA also serves as the City's public information officer, writes grants, is in charge of the City's social media presence, organizes and staffs City events, serves on committees and boards, aids in preparation of the annual budget and responds to public inquiries.

Due to the impactful and complex nature of the work, the ACA must exercise considerable poise, judgment, and discretion in developing policy recommendations, engaging in public dialogue, exercising administrative duties, and prioritizing allocation of scarce time and resources. The ACA is trusted and expected to prepare recommendations based on disciplinary best practices, legal requirements, public welfare, code compliance, safety, life cycle, equity, political considerations, and other criteria.





## Primary Job Duties Include:

- Acts in place of the City Administrator in his/her absence.
- Assists the City Administrator in implementing the goals and objectives of the City Council.
- Carries out staff assignments related to ad hoc and occasional work groups, task forces, and special committees.
- Assists in the coordination and conduct of Collective Bargaining.
- Reports to the City Council upon request by the City Administrator.
- Formats and prepares correspondence, written reports, and forms from oral and written instructions, some of which may be confidential in nature.
- Assists in addressing personnel issues as requested.
- Completes performance appraisals on direct reports and assists with others as directed by City Administrator.
- Serves as City's public information officer.
- Aids in setting up and coordinating technology for in-person and online meetings.
- Takes lead in organizing and coordinating specific City events and festivals.
- Provides oversight, administration, and maintenance of City social media sites and website (e.g. City website, Facebook page, Instagram, Twitter, blogs, etc.)
- Provides information to citizens, civic groups, the media, and other agencies as requested.
- Consults, as needed with the City Administrator and Finance Director in the preparation of the Operating and Capital Budgets of the City and assists in evaluating the City's fiscal position in relation to the budget during the year.
- Assists the City Administrator with the development, interpretation, and enforcement of effective management policies.
- Identifies grants, applies for grants, facilitates grant execution, tracks grant progress, submits grant reports, and ensures timely reimbursement of grant funds to the City.
- In emergencies, including disaster response and recovery, may participate as the communication liaison and in other capacities as outlined in the City's Emergency Management Plan, and as specified by the City Administrator.
- Attends seminars, workshops, and training sessions related to duties and responsibilities; stays abreast of new trends and innovations in the fields of business and public administration and issues related to the field of expertise.
- Serves in support roles to other City departments, including being available to fill temporary staffing voids, perform research, and complete projects as directed.
- Provides general and specialized information and assistance within the area of assignment that may require the use of judgment, tact, and sensitivity and the interpretation of policies, rules, and procedures as appropriate; explains programs, policies, and activities related to specific program area of assignment; prepares responses, writes reports, makes recommendations and reviews with City Administrator; refers matters to appropriate City staff and/or takes or recommends action.
- Assists in community outreach by joining/participating in local civic organizations/service clubs, boards, and attending local events.
- Works closely with Visit Eau Claire, the City's destination marketing organization, to promote City activities and events.

Altoona is currently engaged in several high-profile and mission-critical activities. The next ACA will be expected to get up to speed and contribute quickly to these efforts:

- The City has received a grant to add an additional equipment bay to the Altoona Public Safety building.
- The City has received a grant to add solar to its Solis Circle affordable housing building.
- The City has contracted with a consulting firm to support city staff in creating a new Comprehensive Plan, see [www.AltoonaCompPlan.com](http://www.AltoonaCompPlan.com)
- The City has purchased 80 acres of property on the easterly border of Altoona and is in the process of master planning the property with support from a consultant.
- The City has received a \$1.4 M grant from the State of Wisconsin to build a container park in downtown Altoona. This project offers the incoming ACA the opportunity to work on a unique and transformative project and to have direct input into how the project will be designed and programmed.
- The City recently completed a facilities needs study and will be working on implementing the recommendations of the study over the next several years.
- The City is developing and implementing a new electronic file storage system.
- The City is updating the City's website.

## Ideal Candidate

The ideal candidate will be a professional, dedicated and enthusiastic leader who can guide a vision for the City and regards challenges as opportunities for improvement.

This candidate will have an ability to understand municipal process details and the nuances of meeting community goals. Candidate will be able to effectively interpret local, state, and federal codes, regulations, and laws to make sound and timely decisions. These winning technical capacities, combined with effective abilities to communicate with elected officials and the public will lead to success for the selected candidate. Ideal candidate will also demonstrate emotional intelligence, a desire to improve the planning functions, efficient management of the day-to-day City functions, timely completion of assignments, and the ability to achieve the Council's goals.

## Work-Life Balance

The City is committed to balancing employees' work obligations with the need to meet family obligations, spend quality time with family and friends and generally enjoy life. The City recognizes that happy employees are productive employees. To that end, the City offers a flexible work schedule with the possibility of working four ten-hour days, and the ability to work from home some of the time. The City also offers the opportunity to grow through paid on-the-job training and memberships to International City/County Managers Association and Wisconsin City/County Managers Association.



# EDUCATION AND EXPERIENCE

## Minimum

- Bachelor's degree in Public Administration, Business Administration, Organizational Development, Political Science, or a degree in a related field
- Minimum of three years of experience in a supervisory and/or administrative role
- Valid driver's license

## Desirable

- Master's degree in Public or Business Administration related field
- Experience in a Government entity
- An equivalent amount of education and job experience will be considered.

# COMPENSATION AND BENEFITS

The City of Altoona offers a competitive salary range of \$76,793.60 - \$98,737.60. The City of Altoona offers its employees an outstanding benefits package including health, life, disability and dental insurance. The City also contributes \$2,000 for a single, or \$4,000 for a family, to employees' health reimbursement accounts. The City has the flexibility to offer vacation leave commensurate with previous experience and vacation accrual and offers eight hours of sick leave per month. A retirement plan is offered through Wisconsin PERS and the City currently provides a 6.5% match of the employee's contribution of 6.5%.

**\$2,000 relocation allowance and first two months' rent provided up to \$1,000 per month if a move is required.**

# APPLICATION PROCESS

For more information on this position contact:

**Mike Golat, City Administrator**

**[michaelg@ci.altoona.wi.us](mailto:michaelg@ci.altoona.wi.us)**

**715-839-6092**

City of Altoona, Wisconsin is an Equal Opportunity Employer and values diversity in its workforce. Applicants selected as finalists for this position will be subject to a comprehensive background check.

**For application materials, please visit [www.ci.altoona.wi.us](http://www.ci.altoona.wi.us) and click on the CAREERS tab.**

## RESOURCES

City of Altoona, Wisconsin

**[www.ci.altoona.wi.us](http://www.ci.altoona.wi.us)**

## SOCIAL MEDIA

