

DRAFT

Shared Responsibility Between Mayor and Administrator

	Mayor	Administrator
Day-to-Day Supervision	1. Policy & Program Matters (all Depts.) 2. Guidance & Direction on Operations (Eng/PW, BINS, Dev., Health)	1. Administrative & Financial Matters (all Depts.) 2. Guidance & Direction on Operations (Clerk, HR, Finance, IT, Assessor)

NOTES:

1. In situations where Department Heads do not agree with each other, or in situations where Department Heads do not agree with Mayor or Administrator, then the subject matter would be referred to the Common Council, and after hearing both points of view, would make a decision in regards to them.
2. In regard to the Library, Police Department, and Fire Department, day-to-day supervision of Policy & Program Matters, Administrative & Financial Matters, and Operational Guidance & Direction exists with the Library Board and Police & Fire Commission, in accordance with State law. However, the Library Director, Police Chief, and Fire Chief are encouraged to coordinate such matters with the Mayor and Administrator, as appropriate.

	Mayor	Administrator
Recommendations to Common Council for Appointment of Department Heads	1. Engineering 2. BINS 3. Development 4. Health	1. Clerk 2. HR 3. Finance 4. IT 5. Assessor

NOTES:

3. All nine (9) Department Heads have contracts with the Common Council, with responsibility for hiring and firing with the Common Council.

	Mayor	Administrator
Performance Appraisals	1. Engineering 2. BINS 3. Development 4. Health	1. Clerk 2. HR 3. Finance 4. IT 5. Assessor