REQUEST FOR PROPOSALS FOR:

CITY ADMINISTRATOR RECRUITMENT SERVICES

City of Baraboo
101 South Blvd.
Baraboo, WI 53913

Attn: Ed Geick, City Administrator
Email: egeick@cityofbaraboo.com

Release Date: May 15, 2019

Proposals Due: May 30, 2019 by 4:00 PM
City Administrator Recruitment Services

RELEASE DATE: May 15, 2019

CLOSING DATE/TIME: May 30, 2019 by 4:00 P.M. All Proposals must be received by the closing date and time.

CONTACT PERSONS:

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<th>Ed Geick</th>
<th>Emily Truman</th>
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I. Introduction

The City of Baraboo, Wisconsin is seeking proposals for services from a qualified executive search firm to assist the City Council in the selection of a new City Administrator. The goal of the recruitment will be to have an appointment of the new City Administrator by October 1, 2019. Current City Administrator Ed Geick is retiring on November 1, 2019 and the City would like to provide for a smooth transition to a new City Administrator before that date.

II. Background

The first settlers came to the Baraboo area in 1838. Being near the river was a huge plus for the development of this area. By 1846 Baraboo became the County Seat (still is); by 1866 it became an official Village; & by 1882 it was sporting the title of City. In October of 2004, Baraboo became a 3rd class city having hit the 11,000 mark in population. Baraboo’s current population is 12,048.

Baraboo is most often known as “Circus City” for several reasons, not just for the fact that the Ringling Brothers called Baraboo home and had their winter quarters here through 1918. In 1884 the young Ringling Brothers gave their first official circus performance. They rapidly grew successful and eventually joined forces with the Barnum & Bailey show which gave rise to the name we are all so familiar with: The Ringling Brothers & Barnum & Bailey Circus. Not only did the Ringling’s call Baraboo home; other circuses started in Baraboo as well: Gollmar Brothers (1891 to 1916), John Robinson (1898), Forepaugh Sells Brothers (1910-1911, Fun on the Farm (1924), & Wilbur W. Deppe’s Classic Country Circus (1961-1966). Baraboo is also known as the “Gem City” but that’s a different story to be told later.

Baraboo has 9 Alders elected from districts and an elected Mayor who serve on three year overlapping terms. Elections are non-partisan and held on the first Tuesday in April. The Council is very stable and has had very little turnover in its members’ the last ten years. There are 7 major City Departments: Police, Fire, Public Works, Utilities, Finance, Park & Recreation, and Administration. The City also has a Library and Community Development Authority. The Directors of these two facilities work as a team with the other City department directors even though their agencies are independent.
The City operates under a Council-Administrator form of government. Nine Council Members are elected from districts to staggered three-year terms to govern the City. The City Council is responsible for adopting City ordinances, resolutions, the annual budget, appointing commissions and committees, and hiring the City Administrator and City Attorney, among other key duties. The City Administrator is responsible for implementing the Council’s policies, ordinances and directives, for overseeing the day-to-day operations of the City, and for appointing the directors of the City departments with approval of Council. The City’s primary departments include: Administration; Parks, Recreation and Forestry; Community & Economic Development; Legal, Fire, Police; and Public Works. The following programs and divisions also fall under the City Administrator's umbrella: Personnel/Human Resources, Communications & Outreach, Information Technology, Emergency Preparedness Airport Manager and Special Projects. The City does use NeoGov and that system is available to assist in this recruitment.

III. Scope of Work

The successful consulting firm will be expected, at minimum, to perform the following:

- Develop a recruitment profile and plan that includes meeting with the City Council, Department Directors and the City Administrator Recruitment Committee to facilitate the development of an appropriate candidate profile and list of priorities for the new City Administrator.
- Develop and administer a search for appropriate candidates.
- Answer questions from candidates and collect application materials.
- Review the applications received, comparing them to the desired candidate profile, performing screening interviews as needed.
- Advise the City Council on the qualifications of the candidates, develop a list of recommended candidates and provide a written report summarizing the overall candidate pool and the qualifications of those selected to be interviewed.
- Advise the City Council on interview strategies and appropriate questions to ask candidates; attend the interview sessions and assist the Council to narrow the candidate pool to finalists. Please include your plan for the Recruitment Committee, Council members and Departments Heads participating in the interviewing.
- Conduct complete background check on finalist candidates and advise City Council of the results.
- Facilitate the final interview process, summarize the comments from interviewers and assist the City Council in making a selection.
- Assist the City with employment contract negotiations.
- The City’s goal is to have a new city administrator onboard by October 1 in order to participate in the final preparation of the FY2020 Budget which is typically approved by the fourth Tuesday in November.
IV. Proposal Requirements

Each proposal shall include the following information:

A. Background information on the firm, including details of the firm’s experience with similar recruitments, including the number of City Administrator searches and placements; a brief resume of the individual(s) assigned to this project; contact information for references; and sample work products including recruiting brochures, candidate questionnaires, candidate reference reports, etc. The proposal should include information about the firm’s current engagements and an affirmation of the firm’s ability to focus on this project.

B. A proposed schedule for each phase of the process, including development of the recruitment profile, search, background evaluations, interviews, and selection. Be aware that the Baraboo City Council meets on the second and fourth Tuesdays of the month.

C. Information about the firm’s approach in the event of a recruitment that does not produce a viable candidate or the premature dismissal or resignation of the selected candidate.

D. A cost proposal for the City of Baraboo City Administrator search, including consulting fees and estimated reimbursable expenses. Payment terms should also be addressed.

V. Selection Process

The City Council will select the firms or individuals to be interviewed and may consider, at minimum, the following criteria:

- Prior successful recruitments, especially for the position of City Administrator
- Responsiveness to this Request for Proposal
- Qualifications and experience of the individuals assigned to the project
- Experience with candidates from within and outside Wisconsin
- Schedule and availability
- Cost of services
- Reference contact results

VI. Proposal Submission Information

One hard copy and one electronic copy on thumb drive of the proposal should be submitted no later than **4:00 p.m. on May 30, 2019** to:

Edward A. Geick  
City Administrator Proposal  
101 South Blvd.  
Baraboo, WI 53913

The City reserves the right to reject any and all proposals submitted, to request clarification of services submitted, to request additional information from competitors, and to waive any irregularity in the proposal. Finalist candidates may be asked to present their qualifications to the City Council. Following proposal evaluations, interviews and reference calls, the award of a contract to the successful consultant will be at the sole discretion of the City Council.
1.10 OFFICE OF CITY ADMINISTRATOR. (1725 03/15/94, 1821 07/11/95)

(1) DEFINITIONS. As used in this section, the following terms shall have the following meanings:

(a) “City Department” means the following departments of the City: Administration Department, Finance Department, Fire Department, Parks, Recreation and Forestry Department, Police Department, Public Works/Engineering Department, Water and Sewer Utilities.

(b) “Department Head” means the City employee in charge of a City Department.

(2) PURPOSE AND POWERS CITY ADMINISTRATOR. The Common Council hereby adopts this ordinance to create the City Administrator position to administer and coordinate the day-to-day operations and activities of the City. The Administrator shall only have such powers as are expressly granted to him/her pursuant to the City Ordinances, resolutions and directives of the Council and Mayor. Subject to the foregoing and without limiting the authority and control of the Council, its committees, and the Mayor and, except where authority is vested by the Wisconsin Statutes or Municipal Code of Ordinances in Boards, Commissions or City officers, the Administrator shall be the chief administrative officer of the City. (2033 11/14/2000)

(3) DUTIES OF CITY ADMINISTRATOR. The Administrator shall be responsible for the proper coordination and administration of the business affairs of the City including, but not limited to:

(a) Implement and carry out the ordinances, resolutions and directives of the Council and its Committees, and/or Mayor as applicable and appropriate, which require administrative implementation and reporting promptly any difficulties encountered and the progress and completion thereof.

(b) Establish administrative procedures to increase the effectiveness and efficiency of City government according to current best practices in local government.

(c) 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.

(d) Represent the City in matters involving legislative and inter-governmental affairs as authorized and directed by the Mayor and Council.

(e) Act as public information officer for the City with the responsibility of ensuring that the news media are kept informed about the operations of the City and that all open meeting rules and regulations are followed.

(f) 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 ensure that all such matters are expeditiously resolved.

(g) Promote the economic well-being and growth of the City through public and private sector cooperation.

(h) Provide leadership and direction in the development of short and long range plans; be responsible for and undertake planning and program analysis, including gathering, interpreting and preparing data for studies, reports and recommendations, and developing procedures, methods and techniques to meet the present and future needs of the City and to improve the efficiency, effectiveness and quality of services and programs provided by the City.

(i) Attend all meetings of the Council, assisting the Mayor and the Council as necessary in the performance of their duties, and attend all meetings of the Standing and Special Committees of the Council if requested by the Mayor or Committee chairperson, and assist Committee members as necessary in the performance of their duties.

(j) In coordination with the Mayor, the Council, and the Clerk, ensure that appropriate agendas are prepared for 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 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. If action normally requiring Council approval is necessary at a time when the Council cannot meet, the Administrator shall receive directives from the Mayor.

(k) Serve as personnel officer for the City and perform promptly, efficiently, and effectively the following personnel related duties, except as otherwise provided for by State Statute or City Ordinance. (See, §43.58, Wis. Stat., for the powers and duties of the Library Board and §1.19 of this Code for the powers and duties of the Police and Fire Commission.)

(i) Ensure compliance with all local, state and federal laws and regulations applicable to hiring and employment practices, including best safety practices.

(ii) Maintain complete and current personnel records, including specific job descriptions, for all City employees.

(iii) Coordinate and administer the City's compensation plan, develop classification and salary schedules, job evaluation and performance evaluation procedures and rating forms and recommend to the Council salaries and classifications for City employees covered by the compensation plan.

(iv) Negotiate collective bargaining agreements and bring tentative agreements to the Council for ratification; monitor and ensure compliance with said agreements.
(v) Work closely with the Department Heads to promptly resolve personnel problems or grievances and provide administrative direction, supervision and coordination of each Department Head.

a. Recommend to the Council or the appointing body as provided in §1.03 of this Code, the appointment, promotion, and, when necessary for the good of the City, the suspension or termination of a Department Head and City Attorney, and evaluate the job performance of Department Heads and City Attorney not less than once per year. (2161 09/28/2004)

b. Act as the approving authority for requests by Department Heads and City Attorney to attend conferences, meetings, training schools, etc., provided that funds have been budgeted for these activities.

c. Advise and assist Department Heads in the recruiting, training and evaluation of subordinate employees; assist, as necessary, Department Heads in undertaking not less than once each calendar year a job performance evaluation of all employees in their departments; and in conjunction and cooperation with the Department Heads, be responsible for the appointment, promotion, and when necessary for the good of the City, to take disciplinary action, including suspension and termination, of employees below the Department Head. (2161 09/28/2004)

(vi) Assist, as requested, the Library Board and Community Development Authority with any personnel related matter including, but not limited to, the appointment, promotion, job performance evaluation, suspension or termination of the head of said department or subordinate employees.

(vii) Organize and conduct a monthly meeting with the Mayor, City Attorney and Department Heads to coordinate practices and programs and to keep all departments current in regard to City practices and programs; ensure all practices and programs are properly implemented by the Department Heads, as applicable.

(viii) Be responsible for such other personnel practices and matters as shall be assigned or delegated by the Mayor or Council.

(l) Carry out promptly, efficiently and effectively the following financial responsibilities:

(i) In conjunction with and under the direction of the Mayor and Council coordinate, assist and be responsible for the preparation of the annual City budget in accordance with such guidelines as may be provided by the Mayor and Council and in coordination with Department Heads and City officials and pursuant to State Statutes. Administer the budget as adopted by the Council.

(ii) In coordination with the Finance Director:
(a) Perform the duties and responsibilities of Comptroller as set forth in §62.09, Wis. Stats.;

(b) Administer and supervise the accounting system of the City and ensure that the system employs methods in accordance with current professional accounting practices;

(c) Monitor revenues and expenditures and maintain debt schedules; coordinate financial advisors, bond counsel and rating agencies on debt issues; and serve as the purchasing agent for the City, supervising all purchasing and contracting for supplies and services, provided that the expenditure has been specifically approved in the City budget and provided that the purchasing procedures established by the Council and any limitations provided by the Wisconsin State Statutes are followed; and

(d) Coordinate, assist and approve requests for proposals, assist Department Heads in the preparation of specifications and the scheduling of authorized purchases to coincide with budgetary authorization and cash flow considerations and analyze bids with department heads and assist in the compilation of bid recommendations for Council approval.

(iii) Report regularly to the Mayor and Council on the current financial condition and future needs of the City.

(iv) Keep the Council and Mayor informed of the availability of and changes to local, state and federal laws concerning funds for local programs and assist Department Heads and the Council in obtaining these funds under the direction of the Mayor and the Council; advise the Mayor and Council of methods of procuring such funds; analyze and prepare reports on the fiscal impact of various proposals for such funds.

(v) Execute contracts on behalf of the City when such execution has been expressly authorized by directive or resolution of the Council.

(vi) Carry out all actions and directives of the Council in conjunction with budgeting and purchasing which require administrative implementation or where the Council has so directed.

(vii) Be responsible for such additional budgeting and purchasing matters as shall be assigned or delegated by the Council.

(m) All officials, City officers and employees of the City shall cooperate with and assist the Administrator and the Administrator shall similarly cooperate with and assist all officials, City officers and employees of the City so that the City government shall function effectively and efficiently.
GENERAL PURPOSE: The City Administrator is the chief administrative officer of the City. This position is responsible for the administration of the ordinances, services and policies set forth by the Common Council and for the administration of all day-to-day business affairs of the City.

SUPERVISION:

Received: Baraboo operates under a Mayor/Council form of government. Corporate authority to operate the City is vested in the Common Council and the Mayor. The Administrator is responsible for and works under the direction, control, and command of the Council and takes direction from the Mayor.

Exercised: Cooperate with and assist the Police and Fire Commission, Library Board, and Community Development Authority in areas where they are vested with authority by Wisconsin Statutes or the City’s Code of Ordinances. Work closely with and through these bodies in the administration of their departments. The Administrator will cooperate with and assist other City officers vested with authority by Statutes and the City’s Code of Ordinances to administer and manage within their departments. The Administrator has the powers that are granted pursuant to City Ordinances, resolutions, and directives of the Council.

ESSENTIAL PURPOSE, POWERS, DUTIES AND RESPONSIBILITIES: (The duties listed below are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

1. Perform These General Duties:
   a. Establish administrative procedures to increase effectiveness and efficiency of City government according to current local government practices.
   b. Work cooperatively with City Boards, Commissions, and Committees and attend their meetings if requested by the Chairperson, Mayor, or a Council member.
   c. Keep informed about federal, state, and county legislation and administrative rules affecting the City. Submit reports and recommendations to Council.
   d. Keep Council and Mayor informed of state and federal law changes impacting the City and that concern federal, state, and county funds available for local programs. Assist Department Heads and Council in obtaining funds.
   e. Represent the City in matters involving legislative and intergovernmental affairs.
   f. Act as the City’s public information officer.
   g. Establish and maintain procedures to facilitate communications between citizens and City government to resolve complaints, grievances, and other matters.
   h. Promote the public and private sectors.
   i. Provide leadership in the development of short/long range plans; responsible for the planning and program analysis of studies, reports, and recommendations.
   j. Develop procedures, methods, and techniques that meet the City’s present and future needs and improve efficiency, effectiveness, and quality of City services and programs.
   k. Implement the administration of day-to-day business affairs of the City.

2. Perform These General Responsibilities For The Common Council:
   a. Attend Council meetings and assist Mayor and Council in the performance of their duties.
   b. Ensure that agendas and materials are readied for Council, Committee, and other meetings.
   c. Assist in preparing ordinances and resolutions as needed.
d. Keep Mayor and Council informed of Administrator’s activities by issuing oral or written reports.
e. Oversee management of the Baraboo-Wisconsin Dells Regional Airport including all operations under the direct responsibility of the Airport FBO.
f. Recommend appointment, promotion, and suspension/termination of Department Heads.

3. **Carry Out These General Personnel Related Duties:**
   a. Serve as City’s personnel officer and delegate personnel tasks as appropriate.
b. Ensure complete and current personnel records, including specific job descriptions for all City employees.
c. Coordinate and administer City's compensation plan, develop classification and salary schedules, job evaluations, and performance evaluation procedures. Make recommendations to the Finance and Personnel Committee and Council.
d. Develop and coordinate implementation of high standards of performance for employees.
e. Ensure that City employees have proper working conditions and remain up-to-date on best practices for employee safety.
f. Ensure compliance with local, state, and federal laws applicable to employment practices.
g. Conduct labor negotiations and collective bargaining discussions and bring agreements to the Council for ratification; monitor and ensure compliance with the City's collective bargaining agreements.
h. Carry out directives of the Mayor and Council, except where authority is vested by statute or code in a Board, Commission, or other City office.
i. Organize and conduct status meetings with the Mayor and Department Heads to coordinate programs to keep everyone current on City programs and practices.
j. Evaluate, at least annually, the job performance of Department Heads, and assist Council, Boards, and Commissions in appointment, promotion, and suspension/termination of a Department Head.
k. Ensure City policies (Employee Handbook, Employee Safety Manual, etc.) are up-to-date and are communicated to City employees.
l. Assist Department Heads with regard to specific personnel matters and problem resolution:
   i. Provide administrative direction, supervision, and coordination for Department Heads and employees.
   ii. With Department Head cooperation, appoint, promote, and suspend/terminate employees below Department Head level.
   iii. Work to resolve personnel problems or grievances.
   iv. Work with and assist Department Heads to ensure that employees receive opportunities for job-related knowledge and skill improvements through training and approve budgeted Department Head and employee requests to attend conferences, meetings, training schools, etc.
   v. Assist Department Heads to recruit, train, and evaluate subordinate employees with at least annual performance evaluations.
m. Assist, cooperate, and work with Police and Fire Commission, Airport Commission, Park and Recreation Commission, Library Board, and the Community Development Authority with regard to personnel matters:
   i. Coordinate and assist with the annual job performance evaluations of their Department Heads (as applicable).
   ii. Seek advice and recommendation on personnel policy related matters before implementing material changes.
   iii. Make final decisions on the Airport Manager’s performance and on the hiring and/or termination of any airport personnel.
   iv. Assist with resolution of personnel problems or grievances.

4. **Carry Out These Budgeting And Purchasing Responsibilities:**
   a. In conjunction with and under the direction of the Mayor, Council, and Finance Committee coordinate, assist, and be responsible for the preparation, review, and approval of the annual City Budget.
b. In coordination with the Finance Director:
   i. Prepare and administer an annual budget for the Baraboo-Wisconsin Dells Regional Airport.
   ii. Administer the Council adopted budget.
   iii. Perform the duties and responsibilities of Comptroller as set forth in Wisconsin Statutes.
iv. Report current financial condition and City’s future needs to Mayor and Council; research availability of alternate funding for local projects; advise the Mayor and Council of how to procure funds; analyze and prepare reports on the fiscal impact of proposals.

v. Administer and supervise the City’s accounting system and ensure that the system employs methods in accordance with current professional accounting practices.

vi. Monitor revenues and expenditures and maintain debt schedules.

vii. Coordinate financial advisors, bond counsel, and rating agencies on debt issues.

viii. Serve as City’s purchasing agent. Supervise purchasing and contracting for supplies and services, provided it’s a budgeted expense and provided Council’s procedures and limitations provided by Statutes are followed.

ix. Coordinate, assist, and approve requests for proposals; assist Department Heads in the preparation of specifications and scheduling of authorized purchases to coincide with budgetary authorization and cash flow considerations; analyze bids with Department Heads and assist in the compilation of bid recommendations for Council approval.

c. Carry out Council actions and directives in conjunction with budgeting and purchasing which require administrative implementation or where directed by the Mayor or Council.

d. Responsible for budget and purchasing matters assigned or delegated by the Mayor or Council.

e. Execute contracts on the City’s behalf when authorized by Council directive, policy or resolution.

5. **Peripheral Duties:**
   a. Perform other duties assigned by the Council, Mayor, or City Committees, Commissions, or Boards.
   c. Direct the activities of the Information Technologies Workgroup.
   d. Represent the City on ad hoc bodies or at meetings or projects directly affecting the City.
   e. Serve as the manager of the Baraboo-Wisconsin Dells Regional Airport.
   f. Ensure any and all delegated tasks are performed to the highest caliber.

**DESIRED EDUCATION, EXPERIENCE AND QUALIFICATIONS:**

1. Must have a degree from an accredited four-year college or university, preferably in the field of public administration, political science or urban planning and 5 years of municipal management experience. A Master’s Degree in the field of public administration, political science or urban planning is preferred.

2. Experience in municipal planning and urban design.


4. Accounting and budgeting experience.

5. Experience working with citizens, contractors, engineers, design firms, government officials, etc., including with a diverse (economically, socially and culturally) population and have a proven ability to foster positive and productive working relationships with others.

6. Comfortable delegating work, accepting responsibility and working independently.

7. Extensive public speaking and presentation experience.


9. Live within the City limits within two years of appointment.

10. Ability to multitask and modify priorities.

**NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES:**

1. **Working Knowledge Of:** Fund accounting; computers and electronic data processing, including Microsoft Office Suite; Legal descriptions and documents.

2. **Knowledge Of:** State Statutes, particularly Chapter 62 of the Wisconsin State Statutes relating to cities; State Open Meetings and Records Act; Generally accepted accounting principles; Budget administration, and State and Federal Rule 114 relating to airport management.

3. **Must Have:** Excellent command of the English language, and reading, spelling, arithmetic, vocabulary, and modern business practices and procedures skills; ability to effectively meet and assist with the public; able to communicate effectively verbally and in writing, follow oral and written instructions, and meet deadlines; attendance at night meetings when assigned; comfort working under pressure and with frequent interruptions, and able to handle stressful situations.
TOOLS AND EQUIPMENT USED: Telephone, personal computer (using Microsoft Office Suite), copy machine, fax machine, laser printer, and 10-key calculator. Proficiency with other Microsoft Office Suite applications such as Word, Excel (spreadsheet), PowerPoint and Outlook. Familiarity with technologically innovative equipment and programs can be beneficial because this position needs to be available to address City emergencies including when out of town or after hours.

PHYSICAL DEMANDS: (The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.) While performing the duties of this job, the employee is required to sit, talk, and hear. The employee is further required to walk; use hands to finger; handle or operate objects, tools, or controls; reach with hands and arms; and bend and stoop. Therefore, required essential physical abilities would include:
1. Clarity of speech and hearing which permits the employee to communicate well with others and to make effective presentations to small and large gatherings.
2. Sufficient personal mobility as to permit the employee to visit other city, county, state, and private-sector offices and work locations.
3. Able to manage a demanding schedule of early morning and late night meetings.
4. Able to pass employment physicals including drug testing.

WORK ENVIRONMENT: (The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.) Many meetings are off-site and require travel by automobile to locations outside the City in all manner of weather conditions.

SELECTION GUIDELINES: Formal application, rating of education and experience, oral interviews, reference checks, background checks, and job related testing may be required. The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

THE CITY OF BARABOO IS AN EQUAL OPPORTUNITY EMPLOYER