

CITY CLERK/TREASURER POSITION DESCRIPTION

General Statement Of Duties:

Performs all required statutory duties of the city clerk/treasurer as set forth in Wisconsin Statutes §§ 62.09 (11) & 62.90(9) and performs such additional duties as may from time to time be directed by the city council, city administrator/finance director; performs responsible administrative work in organizing, coordinating, and supervising the duties of the city clerk/treasurer's office; performs responsible work in the area of human resources and payroll; workers compensation insurance; and does related work as required. The employee has access to non-public and confidential information pertaining to personnel, including medical records and collective bargaining strategy.

Distinguishing Features Of The Position:

The employee reports to the city administrator/finance director and has direct responsibility and accountability to the mayor and common council. The employee is reviewed annually.

The employee will provide information on an advisory basis to the mayor, common council, city administrator/finance director, and other department supervisors. The employee will also be responsible for maintaining the City's records, operation and supervision of the clerk/treasurer's office, and all duties as required by Wisconsin Statutes §§ 62.09 (11) & 62.90(9) and city ordinances.

The employee is required to attend the meetings of the common council and record the proceedings of the body.

Examples of work (illustrative only):

Administrative:

- Plans, assigns, and supervises work in the clerk/treasurer's office.
- Implements policies and directives of the mayor, common council, and city administrator/finance director.
- Assists citizens, outside agencies, developers, and staff in bringing matters to the attention of the mayor, city administrator/finance director, and common council for resolution.

Accounting:

- The city clerk/treasurer is not permitted to act as a cashier.
- Assists the city administrator/finance director with the annual budget, annual audit, balancing the general ledger and preparing financial statements.
- Assists the city administrator/finance director with calculating debt service payments and tax settlement payments.
- The employee enters monthly journal entries and all audit entries, approves weekly accounts payable and creates corresponding checks.

- The employee is responsible for wire transfers and ACH transfers. The employee is the administrator of the Business On-Line Banking system.
- The employee calculates annual developer agreement invoices for the Accounting Technician.

Payroll:

- In the absence of the city administrator/ finance director, oversees the completion of quarterly and annual payroll tax reports, retirement system reports, and other similar reports.
- In absence of the administrative assistant, performs payroll functions.
- Responsible for sending payroll ACH file to the bank.

Employee Orientation and Benefits:

- In the absence of the executive assistant, assists new employees in completing employment tax withholding forms, gives new employees a copy of the Employee Handbook and obtaining a signed statement that they received a copy, orients new city employees to fringe benefits options available to them and assists them with filling out the enrollment forms.
- Assists employees with making changes in their fringe benefits and recognizing when changes are needed.
- Answers questions from employees about payroll, benefits, collective bargaining agreements, employment contracts, and the Employee Handbook or, where appropriate, refers such questions to the city administrator/finance director.
- Provides information about COBRA to separated employees.

Employee Recruitment:

- In the absence of the executive assistant, assists department heads and the city administrator with recruitment and job testing, including preparing job postings and advertisements, evaluating completed applications to determine those that best meet the desired education and skills, conducting applicant interviews, and contacting and evaluating references.

Other Personnel Duties:

- Assists department heads and city administrator/finance director in implementing Employee Handbook.
- Conducts orientation for new employees; maintains personnel files for all city employees.
- Assists city administrator/finance director with employment related contracts, including collective bargaining strategy.
- Assists employees regarding insurance benefits. Conducts exit interviews upon employee separation.
- Administers workers compensation coverage and claims, including filing of first report of injury form. Prepares information for the annual workers compensation audit.
- Administers unemployment insurance claims.

Taxes:

- Assists city administrator/finance director by publishing budget hearing notice, calculating mill rates, adding special assessments and delinquent water and light bills to tax roll, preparing statement of taxes and statement of assessment reports, preparing annual TIF certification and mailing tax bills to property owners.

Records:

- Keeps the official files of the city. Responsible for the care and custody of the corporate seal of the city.
- Responds to requests by the public for information.
- Maintains an ordinance and resolution book with proof of publication.
- Keeps records of all licenses and permits granted. Maintains ledgers and documents for cemetery records.

Meetings:

- Attends meetings as directed by the mayor and common council and records the proceedings. Prepares agendas and public hearing notices and assembles other supporting documents for meetings of the council and board of review.
- Responsible for ensuring that all public hearing notices are published in a timely fashion and that all agendas are posted in the three designated locations in a timely fashion, distributed by email to requesting parties, and posted on the city's web site.
- Responsible for meeting follow-up, including writing and publishing meeting minutes and posting such minutes on the city's web site. Serves as secretary for the board of review.

Miscellaneous:

- Maintains poll lists, conducts and administers elections, and ensures that staff of the clerk's office properly and timely process applications for all licenses and permits issued by the city.
- Maintains cemetery records in the absence of the deputy clerk/treasurer.
- Oversees security and access for Civics accounting software.

Required knowledge, skills, and abilities:

- Graduation from high school or GED equivalent.
- Must be a certified municipal clerk or certified public manager, or have the ability to obtain certification. Thorough knowledge of the functions and organization of municipal government and of the workings of the common council; good knowledge of administrative practices and procedures.
- Working knowledge of workers compensation insurance.
- Ability to coordinate and direct the functions and activities of city government.
- Ability to write clear and concise reports, directives, and letters.
- Thorough knowledge of modern accounting methods and practices.
- Ability to prepare official rules and proceedings.

- Ability to read, interpret, and apply provisions of laws, rules, and regulations; ability to perform difficult and responsible work with independent discretion.
- Ability to establish and maintain satisfactory working relationships with department heads and other city employees
- Ability to exercise good professional judgment.
- Responsible experience in municipal government and finance, including supervisory experience. A degree in public administration, or related field. Any equivalent combination of experience and training, which provides the required knowledge, skills, and abilities.

Tools and equipment used:

Personal computer, word processing and spreadsheet software, accounting software, telephone, 10-12 key calculator, electric typewriter, copy machine, fax machine, optical scanner, postage meter, Statewide Voter Registration System (SVRS), and all other equipment required to perform the duties and responsibilities of this position.

Physical demands:

The physical demands described here 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 duties and responsibilities of this position.

While performing the duties of this job, the employee is frequently required to sit or stand, talk or listen for extended periods of time. The employee is occasionally required to use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work environment:

The work environment characteristics described here 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.

The noise level in the work environment is moderately noisy.

The duties listed above are intended only 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.

The position description of the city clerk/treasurer does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. No individual City official has authority to enter into an oral or written promise or contract of employment with any individual or group of employees. Any employment contract must be approved by a majority of the Common Council.

*Approved by Finance & Labor Relations 5/17/2007
Revised by Finance & Labor Relations 3/5/2012*