

## **JOB DESCRIPTION**

**Job Title:** City Clerk/Treasurer  
City of Richland Center

**Date:** June 2020

**FLSA Status:** Exempt

**Reports To:** Mayor

**Union Status:** Non-Union - Appointed Salary Position

**Supervises:** Clerk/Treasurer's Office

### **General Purpose**

The person holding this position performs professional work in the areas of City Administration, Fiscal Responsibilities, Secretary to the Common Council and all the duties imposed on the office by State Statutes, City Ordinance, or Common Council and to perform all other things that are expected as needed.

Attends all meetings of the Common Council, keeps official records of the proceedings along with resolutions, ordinances and other actions of committees, commissions, and boards. The Clerk/Treasurer administers elections and has extensive financial responsibilities. The Clerk/Treasurer has supervisory of two Deputy Clerk/Treasurers who are in accountable for specific duties, however, the Clerk/Treasurer sometimes needs to step in and do some of their job duties. An important characteristic of this office is the large number and variety of individual jobs involved and the frequency of repetition. The office has contact with every aspect of city government also works with the State of Wisconsin departments and sometimes the Federal Government.

The office is constantly busy and is the link between the residents and their government.

### **Job Specifications and Requirements:**

This position requires considerable knowledge in municipal accounting procedures, budgeting, reporting, taxes, elections, and computer applications. The person holding this position must have the ability to work independently and plan and organize activities. Confidentiality and excellent planning skills are necessary.

A Bachelor Degree in Public Administration, Accounting, Business Administration or a related field and a minimum of 3 years of related experience is required. Prior supervision experience is a plus.

The person holding this position must be:

- Efficient in computer operation (Microsoft Office), typing, copying, faxing and general office equipment.
- Able to work accurately and efficiently.
- Keep appropriate confidentiality.
- Able to clearly and coherently communicate in verbal and written form in the English language and to effectively interact with the public, elected and appointed officials and co-employees.
- Available for to work after regular hours duty as determined by the City, meeting schedule, or workload.

**Location:** This position works at the City Hall. Office hours are 7:30 A.M. to 4:30 P.M. with a 1-hour duty free lunch period from 11:00 a.m. to 12:00 p.m.

**Essential Functions:** The essential functions of the position include, but are not limited to, the following tasks:

**OFFICE MANAGEMENT:** Responsible for the office and staff in the Clerk/Treasurer's Office.

**SECRETARIAL TO COUNCIL:**

Serves as secretary of the Common Council, Board of Review, Redevelopment Authority, Plan Commission, Joint Review Board, and Finance Committee  
Prepares agendas and material for Council and other meetings  
Review material for meetings to make sure the issue can be explained if necessary  
Complies with open meetings laws in posting agendas on outside bulletin board  
Send agendas to Richland Observer and WRCO, posts on city website  
Mails notices of public hearings, conditional use permits, variances, and land splits  
Notify persons affected by Council decisions  
Writes or assists with Resolutions, Ordinances, and Developer Agreements  
Countersigns ordinances and resolutions  
Coordinates the work of the Council, Committees, Commissions and Board  
Takes and types minutes of meetings, maintain meeting records  
Serves as liaison between the City and County, State or Federal Government

**TREASURER/FINANCIAL:**

Accountable for all City money and accounts, setup of bank accounts.  
Serves jointly as Comptroller with the City Council  
Drafts monthly Treasurer Report for Common Council.  
Coordinates, compiles and prepares the annual budget with the Mayor and Departments  
Compiles figures for all State and County reporting  
Keeps track of special project and Tax Increment Financing expenses  
Reviews budget reports for all departments  
Tax Collection and reconciliation  
Obtains information and works with the Auditors for annual audit  
Prepares or assists Departments in advertising for bids, opening bids, and process for approval at Council  
Project coordinator and manage all project expenses.

**ELECTIONS:**

Administers, coordinates, supervises and conducts all City elections as well as Canvassing and WisVote recording.  
Able to registers voters, prepare reports and information for elections, prepare and mail absentee ballots, in person absentee voting, assist and direct electors, collect election results and record, also maintain voter records via the WisVote and the Elections Commission. Assists Election Inspectors throughout the day with setup, counting issues and various issues that arise. Canvas the election and all after election reporting. (Deputy Clerk/Treasurer-Administrative also works on these tasks)  
Obtain State Certification and attend trainings to maintain certification

**LICENSING:**

Receives applications for processing with Police Department and to Council  
Confirm applications have been paid, permits issued, ensure insurance certificates are on file if needed and any state reporting has been completed.

**REPORTS:**

Gathers background information and statistics for Insurances, CDBG, Census, Tourism, Wage, Grants, Licensing, Tax Exempt Properties, Taxi, etc. and Misc. Ad-Hoc Computer reports.

**GRANT ADMINISTRATION:**

Accountable for all accounting files as outlined in Grant Administration Handbook prepared by the State of Wisconsin for each grant the City receives. Works with State and Federal Governments as liaison for the City in reference to financial material of Grants. Compiles information and prepares quarterly or semi-annual reports unless the City hired an engineering firm to complete this portion. Performs special projects administration as needed.

**CDBG HOUSING GRANT ADMINISTRATION:**

Responsible for loan approval, to see that all accounting records and pertinent individual files are maintained. Performs Grant Administration as outlined in WI Division of Housing regulations. Works with State and Federal Governments as liaison for the City in reference to Grants. Works with Neighborhood Housing Services of Southwest WI.

**INSURANCE:**

Annual renewal and update Property, Casualty, Workers Compensation, Liability, Boiler, and Airport Insurances, or any other insurances required  
Maintain all property inventory  
Maintain all related insurance claims and records  
Obtain Certificate of Insurances as needed listing the City as additional insured

**PAYROLL/EMPLOYEE BENEFITS:**

Ensure all employee benefits are maintained.  
Serve as human resources manager.

**TAX INCREMENT FINANCING/DISTRICTS:**

Maintain tax increment files, documents, expenditures, work with auditors on filing reports, compile agenda, attend joint review board meetings and take minutes.

**SHARED RIDE TAXI:**

Compile all documents required for Shared Ride Taxi request for proposal through the State of WI VendorNet system every 5 years, follow procedures for Council approval.  
Administer taxi grant applications and reporting through the State Blackcat system.

**MISCELLANEOUS:**

Obtain Board of Review certification and attend BOR meetings.  
Works with the public on inquiries and complaints and gather information for requests from public, committee members council members, city attorney, etc.  
Receives and distributes mail as needed.  
Answer telephones and direct callers as needed.  
Keeps current on statutes and new laws relating to office.  
Maintains city web site  
Assists in grant applications gathering information and records.  
Works with some accounts receivable, record receipts, assist customers/taxpayer.  
Coordinate city departments working together with the direction of the Mayor and Council  
Direct departments on procedures and answer questions  
Cross train for other office positions.  
Other general office duties  
Keeps permanent council minute book current.  
Performs other duties as assigned by Mayor or Council.

**This job description does not constitute an employment agreement between the City and the employee. Nothing in this Job Description restricts the City's ability to assign, re-assignment, or eliminate job duties and responsibility at any time.**