

JOB DESCRIPTION

Job Title: Municipal Services Specialist
City of Richland Center

Date: January 2022
FLSA Status: Non-exempt
Reports To: City Administrator
Union Status: Non Union
Supervises: None

General Purpose:

To address the dynamic needs of the city, this role provides support to several departments. The person holding this position performs a variety of duties such as customer service, administrative tasks, payment processing, custodial work, and maintenance activities like mowing and pruning.

Supervision / Reports To:

This position will report directly to the City Administrator for department assignments. Upon assignment to a department, this position will report to the department head.

Description of Duties:

Administrative Duties

- Provide customer service by staffing the counter, answering telephone and email inquiries, and directing customers to the appropriate personnel.
- Assists in general office duties.
- Receives and reviews incoming mail, and process outgoing mail. Responsible for preparation of correspondence, forms, and reports that include a wide variety of technical or administrative terminology.
- Prepares cash bags, add receipts and record money received.
- Take deposits to the bank, answer phones, run errands and any other office duties as requested
- Process dog licenses.
- Compile, maintain and verify all necessary documentation is obtained for airport lease agreements.
- Draft city licenses subject to the City Clerk/Treasurer's approval. Document the licenses in the city records and then disburse them. Prepare file folders for license applications.
- Post agendas and type meeting meetings as requested.
- Organize city files as directed.
- Assists in special projects as needed.
- Participate in training as directed.

Maintenance Duties

- Mow City grounds with tractors and lawnmowers as needed.
- Prune trees and shrubs with hand and power equipment.
- Assist with preparing grave sites in the cemetery.
- Provide custodial services such as sweeping, mopping, emptying trash, cleaning windows for City buildings.
- Participate in training as directed.

Qualifications

Knowledge, Skills and Abilities

Administrative

- Excellent interpersonal and conflict resolution skills.
- Highly skilled in oral and written communication along with working with the general public
- Ability to maintain effective working relationships with supervisors, subordinates and employees.

- Type 40-50 w.p.m. desirable
- Practical working knowledge of office equipment such as: copy machine, fax machine, calculator and phone system.
- Good knowledge in working with computers including Microsoft word, excel and publisher.
- Has some knowledge and background with accounting / bookkeeping
- Is able to work independently with limited oversight.
- Must have a valid driver's license.

Maintenance

- Knowledge of methods, techniques, and equipment used in grounds and facility maintenance.
- Ability to operate parks and grounds equipment and machinery such as mowers, backhoe, skid steer and others.
- Knowledge of forestry, horticulture, and landscaping skills.
- Ability to lift up to 75 pounds.
- Must have a valid drivers license with a clean record for the past three years. Preference given to those with CDL endorsement.
- Common electrical and carpentry skills.
- Knowledge of cemetery operations.

Experience and Training

- Must have a High School Diploma or GED; 1-2 years vocational experience and 2 or more years of related work experience. In evaluating candidates for this position, the City may consider a combination of education, training and experience which provides the necessary knowledge, skills and abilities to perform the duties of the position.
- Possession of a valid driver's license. CDL endorsement highly preferred.

Mathematical Ability

- Ability to add, subtract, multiply, divide, and calculate decimals and fractions.
- Ability to compare, count, differentiate, measure and/or sort data and information.
- Ability to classify, compute, tabulate, and categorize data.

Judgment and Situational Reasoning

- Ability to apply situational reasoning ability by exercising judgment in situations involving the evaluation of information against measurable criteria.
- Ability to use function reasoning development in the performance of semi-routine functions involving standardized work with some choice of action.
- Ability to work independently.

Physical Requirements

- Ability to coordinate eyes, hands, feet, and limbs in performing coordinated movements in operating educational aids, office equipment, and machinery.
- Ability to exert moderate to high effort in sedentary to heavy work, including stooping, kneeling, crouching, and reaching. Ability to handle, finger and feel. Ability to lift and carry up to 75 lbs.
- Ability to recognize and identify degrees of similarities and differences between characteristics of colors, forms, sounds, odors, textures etc. associated with objects, materials and ingredients.
- Ability to operate a motor vehicle and other machinery.

Environmental Adaptability

- Ability, in regard to environmental factors such as temperature variations, noise, disease, and/or dust, to work under moderately safe and comfortable conditions.

The City of Richland Center is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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.