

Village of Johnson Creek Position Description

Name: Upcoming Vacancy

Department: Clerk/Treasurer

Position Title: Village Clerk and Treasurer

Pay: Salary up to \$58,000

Date: Early 2017

Reports To: Village Admin./Village Board

General Purpose of Position: Confidential, exempt position responsible for management and administration of municipal finance operations including involvement in development of the municipal budget and regular reporting to elected and appointed officials on the status of municipal revenues and expenditures; maintenance of all public records including ordinances, resolutions, minutes and certifications; oversight of municipal election process; coordination with elected and appointed officials on development of information necessary for various public meetings. Supervision is exercised directly over departmental personnel. Work often involves effective coordination within the department, with other Village departments and with elected and appointed officials. Work is performed under the administrative direction of the Village Administrator and reports as required by Wisconsin state law to Village President and Village Board on certain matters. Position requires the exercise of judgment, initiative and discretion based upon a knowledge of Wisconsin state law and municipal administrative and/or operating policies and procedures.

Supervision is exercised over Deputy Village Clerk/Treasurer/Utility Clerk, Administrative Assistant and any other personnel assigned to Clerk/Treasurer.

Minimum Qualifications: Three to five years' increasingly responsible experience in professional, administrative, or financial operations. Municipal and supervisory experience is highly desirable, as is a Clerk/Treasurer Certification. Proficiency with Microsoft Office software is required. Bachelor's degree in Business management, public administration or related field preferred. Must be bondable.

General Description & Accountability:

The following statements are intended to describe the general nature and level of duties performed by the person appointed to this position. These duties are essential to the performance of this job. This position description does not state or imply that these statements are the only duties assigned to this position, and the employee appointed to this position will be required to perform any other job-related duties as requested by management. When appropriate, certain duties and responsibilities may be delegated to other staff under the supervision of this position.

- Perform all required duties of the Village Clerk and Treasurer as defined in Village Ordinance or Wisconsin law.
- Attend meetings of the Village Board and other Village Committees and Commissions as required; conduct an accurate recording of the meeting.
- Work closely with Village Administrator, elected officials, department heads and other staff on preparation of agenda, developing/compiling supporting materials and information for the Village Board, Plan Commission and other Village Committee and Commission meetings.
- Prepare legal notices for public hearings and work closely with elected officials, Village Administrator, Village Attorney and other department heads as needed to develop appropriate language for ordinances and resolutions.
- Responsible for the collection and recording of all municipal revenues including taxes, fees and other municipal charges. Responsible for tracking expenditures ensuring the expenditures are consistent with those approved in the municipal budget. Responsible for preparing wire transfers for debt service and tax settlement payments. Provide regular reporting on municipal revenues and expenditures to elected and appointed officials as well as to state authorities per Wisconsin state law.

- Serve as the custodian of all municipal public records including the Village code, ordinances, resolutions, and minutes of public meetings, contracts, intergovernmental agreements, legal opinions, and other similar documents. Ensure that minutes of public meetings are developed and maintained in accordance with Wisconsin state law.
- Supervise staff, distribute workload efficiently, evaluate performance, develop performance goals, and apply Village personnel policies.
- Educate Village employees, elected and appointed officials about open meeting and open records laws in accordance with Wisconsin state law. Provide public records and information to citizens and other agencies as requested.
- Responsible for managing voter and election duties including voter registration, issuing absentee ballots, entering data in the statewide voter registration system (SVRS), equipment testing and setting up the polls.
- Coordinate expenditure of debt proceeds, restricted funds, impact fees, and room tax funds.
- Assist Village Administrator in preparation of annual Village budget, including the publishing and posting of the budget as required; and printing, binding, and distributing the approved budget.
- Ensure accurate records and information necessary for annual audit are available to audit staff, and assists in the preparation of management discussion and analysis.
- Assist in the development and implementation of internal control procedures as required or requested
- Submit financial, budget, tax and other required reports to state and federal agencies as required.
- Addresses customer inquiries and complaints by telephone and in person.
- Ensure social media platforms, such as the Village website and Facebook page are utilized effectively, updated frequently and maintained in a professional manner.
- Answers questions from the public regarding taxes, assessment information, special assessments, utility and other general Village information.
- Prepares correspondence and reports, as required.
- Performs related work as required.

Examples of abilities required for this kind of work:

- Ability to cooperate with others and communicate effectively with customers, employees and elected officials.
- Ability to attend evening meetings, work extended hours for duties such as elections, and work more than a standard work week if necessary to accomplish the essential duties of this position.
- Ability to address conflict professionally and productively
- Knowledge of financial accounting and reporting systems, principles and practices.
- Thorough working knowledge of Microsoft Office programs.
- Knowledge of general office practices, procedures, and ability to operate office equipment.
- Ability to perform complex mathematical computations accurately.
- Ability to work independently, undertake independent thought and analysis, develop recommendations, and follow complex oral and written directions.
- Ability to comprehend and accurately record the proceeding of meetings.
- Ability to deal with confidential matters.
- Ability to use tact and courtesy in dealing with people.
- Ability to work in stressful situations and make sound, logical judgments.
- Notary public certification within six months
- Must be bondable.

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 essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to handle or operate objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Language Skills: Must have able to effectively communicate with Village employees, elected officials, and the general public both orally and in writing.

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

Employee's Signature

Supervisor's Signature

Date

Date

DRAFT