



JOB DESCRIPTION

Position	City Clerk / Deputy Treasurer	Department	General Government – City Hall
FLSA Status	Exempt	Status	Full-Time
Reports To	City Administrator	Bargaining Unit	None
Last Updated / Reviewed	April 4, 2016	Date Approved by Council	

PURPOSE OF POSITION:

The purpose of the position is to provide a variety of routine and complex supervisory, clerical, and administrative work in the administration of the City government, and to work efficiently in a government office that is fast paced and where projects and priorities change often and quickly.

POSITION ACCOUNTABILITY:

The City Clerk / Deputy Treasurer works for the citizens of Milton and is appointed by the Mayor subject to Common Council approval. S/he works for the Mayor and the Common Council. General day-to-day supervision, administrative direction, and performance evaluation shall be received from the City Administrator, who may consult with the Mayor and Common Council as necessary to provide the employee direction.

SUPERVISION EXERCISED:

Exercises supervision over departmental staff as assigned.

MAJOR DUTIES AND RESPONSIBILITIES:

The City Clerk / Deputy Treasurer shall be responsible for performing those duties required by Sec. 62.09(11) and other application sections of the Wisconsin State Statutes and as required by the City of Milton Municipal Code. Major duties and responsibilities may include, but are not limited to, the following:

CLERK DIVISION

1. City Meeting Management
 - a. Provides administrative assistance to the Common Council, City Administrator, and other Department Heads in meeting management and assembling background materials.
 - b. Prepares, distributes, and advertises meeting agendas, minutes, and records of meetings.
 - c. Attends regular and special meetings of the Common Council, Plan Commission, Community Development Authority, Zoning Board of Appeals, Board of Review, Personnel & Finance Committee, Public Works Committee, and other committee meetings of the Council (or appoints a trained designee to do so), and prepares an accurate recording of the minutes of the proceedings with proper prescribed terminology.
 - d. Maintains an accurate schedule for meetings and room use at City Hall.
 - e. Ensure the security of City Hall by coordinating the locking of doors after meetings and other events are completed, or assign a designee.

- f. Provide support to the Common Council and manage all activities in the Council Chambers including, but not limited to, the ordering of Council supplies and coordinating taping of meetings.
2. Official Notices
 - a. Prepares, distributes, and advertises bids and other advertisements (excluding job announcements), legal notices, public hearings, and special circumstances.
3. City Record Management
 - a. Serves as custodian of official City records and public documents.
 - b. Catalogs, files, and maintains City records including but not limited to ordinances, resolutions, and meeting minutes.
 - c. Oversees the codification of ordinances into the Municipal Code annually.
 - d. Performs certification and recording for the City as required on legal documents and other records requiring such certification.
 - e. Seals and attests by signatures to ordinances, resolutions, contracts, easements, deeds, bonds, or other documents requiring City certification.
 - f. Provides public records and information to citizens, civic groups, the media (in consultation with the City Administrator), and other agencies as required.
 - g. Coordinate the Farm Lease Agreement process and provide billing information for Accounts Receivable to the Utility Billing Clerk.
 - h. Maintains electronic and paper copies of all City of Milton contracts, leases, and agreements.
 - i. Administers oath of office to public officials.
 - j. File and maintain records of oaths of office for public officials.
4. Licensing Management
 - a. Administers the issuance of various regulatory licenses, in accordance with applicable Municipal Ordinances or State Statues, including Business Licenses, Mobile Business Licenses, Alcohol Licenses, Operator Licenses, Cigarette Licenses, and Direct Seller Permits.
5. Elections
 - a. Supervise and perform the registering of voters.
 - b. Process absentee ballot requests and train other staff members to process absentee ballot requests.
 - c. Supervise and train election officials.
 - d. Supervise and train office staff in election functions.
 - e. Prepare for and supervise Election Day functions.
 - f. Prepare necessary reports.
 - g. Keep and maintain all election records and all property used in conjunction with holding elections.
 - h. Provide campaign information, regulations, and forms to local candidates.
 - i. Supervise canvass of local elections.
 - j. Coordinate and conduct necessary recounts.
6. Property Assessments and Taxes
 - a. Coordinate Open Book annually and provide support during open book to the selected contracted assessor.
 - b. Serve as a member of the Board of Review and coordinate the Board of Review meeting date with the selected contracted assessor.
 - c. Responsible for maintaining property assessment records and serves as liaison between the selected contracted assessor company and the City of Milton.
 - d. Prepare, certify, and deliver the tax roll to the Finance Director / Treasurer.
 - e. Prepare real and personal property tax bills.
 - f. Required to notify the County Treasurer by February 20th of the proportion of property tax revenue and of the credits under §79.10, Wis. Stats. that are to be disbursed by the City Treasurer to each taxing jurisdiction in the city.

7. Special Assessments
 - a. Send all correspondence related to special assessments to property owners.
 - b. Provide billing information to the Utility Billing Clerk to be entered into the Accounts Receivable system for special assessment charges.
 - c. Track all payments made for special assessments, and provide delinquent special assessment information to Rock County to be included on property taxes.

FINANCE DIRECTOR / TREASURER DIVISION

1. Payroll Process
 - a. Enter the timesheets into the payroll system for processing.
 - b. Process all payments and complete required reporting for employee benefits.
 - c. Track payments made by each employee through payroll for their benefit programs and coordinate payroll adjustments as needed with the Assistant to the City Administrator.
2. Utility Billing
 - a. Assist in scheduling Meter Change and Cross Connection Inspection appointments for residential customers.
 - b. Issue outside water meters to utility customers.
3. Serve as backup for the Finance Director / Treasurer in the Accounts Payable process, Accounts Receivable process, and Daily Deposits.

GENERAL

1. Provides assistance in the development of short and long range plans as requested.
2. Gathers, interprets, and prepares data for studies, reports, and recommendations as needed.
3. Coordinates projects with other departments and agencies as needed.
4. Studies and standardizes procedures to improve efficiency and effectiveness of operations as needed with input from other affected staff members.
5. Performs general management duties as assigned.
6. Serves as local Census liaison and coordinate related activities.
7. Serve as contact for City Hall service vendors including but not limited to the copy machine, postage machine, land line phones, cell phones, internet, and IT services.
8. Assists citizens with requests for service including front counter service.

EDUCATION, EXPERIENCE AND QUALIFICATIONS:

1. (A) High School diploma and Bachelor's degree from an accredited university required; emphasis or major in public administration, accounting, or a closely related field; or (B) An equivalent combination of education and progressively responsible experience may be considered; however the ability to obtain a bachelor's degree may still be required.
2. Working knowledge of the principles and practices of modern public administration; extensive knowledge of modern records management techniques, including legal requirements for recording, retention, and disclosure; experience and proficiency in municipal government operations preferred.
3. Skill in operation of computers and general office computer software (Microsoft Excel, Word, etc.), 10-key calculator, fax, telephone, cash register, copier, and other office equipment as may be required.
4. Ability to manage and handle cash and check payments in an accurate manner; ability to use cash register.
5. Ability to effectively and efficiently schedule and organize work.
6. Regular evening work to accommodate City meetings and possible minimal weekend work required depending on time of year and priorities of the department.
7. Thorough understanding of municipal government practices.
8. Ability to interact well with others, including co-workers and customers, is necessary.
9. Ability to work efficiently in a governmental office that is fast paced and where projects and priorities change often and quickly.

10. Ability to communicate effectively with customers and co-workers in person, by phone, and in writing.
11. Ability to commit to a teamwork environment, work efficiently in an office setting, and prioritize tasks consistent with daily requirements of the office.
12. Ability to accurately record and maintain records.
13. Ability to establish and maintain effective working relationships with employees, other departments, officials, and the public.
14. Ability to plan, organize, and supervise staff as assigned.
15. Ability to work well with City officials, residents, other members of City staff, nonprofit organizations in the community, and members of the public who come in contact with City staff.

SPECIAL REQUIREMENTS:

1. Must be bondable.
2. Must have valid Wisconsin Driver's License, or ability to obtain one.
3. Must obtain notary public certification within six (6) months of employment.
4. Incumbent must obtain "Certified Municipal Clerk" designation within 3 years of employment.

PHYSICAL DEMANDS:

The physical demands 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 for long periods of time, and talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is frequently required to work long hours, beginning in the morning and continuing into the evening. The employee is occasionally required to walk. The employee must have the ability to communicate in writing, on the phone, and by other electronic means.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include close vision and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described herein 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.

1. The noise level in the work environment is usually moderate.
2. The work is predominantly performed in an office setting.
3. Occasionally loud noises may be experienced at construction sites.

The specific statements shown in each section of this description are not intended to be all-inclusive. This represents typical elements and criteria necessary to successfully perform the job.