

VILLAGE OF MUKWONAGO, WISCONSIN
Position Description

Title: Clerk-Treasurer
Department: Clerk-Treasurer
Reports to: Village Administrator

Status: Full-Time Salary, NR
Revision Date: April 24, 2017
Adoption Date:

I. PRIMARY FUNCTION. The Clerk-Treasurer directs the professional level administrative services provided to the Village Board and various Boards, Committees, and Commissions; administers elections pursuant to state and federal laws; performs as the statutory issuing authority for licenses granted by the Village; and implements effective communication and customer services strategies for the Village. This is considered a confidential position.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES. The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

A. GENERAL DUTIES

1. Attend regular and special Village Board and Committee meetings, Board of Review, Board of Building and Zoning Board of Appeals, Planning Commission, Economic Development Committee and other meetings as requested, or ensure a clerk/minute taker is present at the aforementioned meetings.
2. Document key tasks and information unique to the department such as reporting requirements, deadlines, future budgetary considerations, etc. to ensure coverage in the absence of the individual who has primary responsibility for the task.
3. Assist in managing the Village website.
4. Type reports and letters for all Village Departments, Boards, Committees, and Commissions.
5. Oversee utility billing reporting and collections.
6. Custodian of certain Official Village records, such as meeting minutes, resolutions, ordinances, developments agreements, and other documents related to the Clerk-Treasurer's office
7. Maintain Ordinance, Resolution, Village Board and other committee minute books.
8. Transcribe and types for permanent record minutes for Village Board, Plan Commission, Board of Zoning Appeals, Board of Review and any other committee as needed, or ensure that such minutes are created
9. Administer preparation of board, commission and committee meeting agendas, notify board members and other persons who may be affected by official actions of the Village Board and give proper notice to the press.
10. Develop administrative standards relating to Village Board, Committee, Board, and Commission functions. Provide logistical support for successful Village Board meetings. Responsible for training new and current Village Board, Committee, Board, and Commission members on the roles and functions and meeting procedures.
11. Administer Board, Committee, and Commission appointment and term processes.
12. Assist in the establishment of administrative procedures to increase the effectiveness and efficiency of Village government, according to current local

government practices, consistent with directives of the Village Administrator and Village Board.

13. Attend professional meetings and keeps abreast of best practices in municipal government.
14. Communicate with co-workers, supervisors, the public and Board members on computer usage and programs.
15. Implement the policy directives of the Village Board and Committees.

B. ELECTION RESPONSIBILITIES

1. Oversee and administer the preparation, mailing, and processing of absentee ballots.
2. Administer all phases of the election process for the Village, including voter registration, preparation of legal notices and ballots, setting up voting machines, processing candidate nomination papers and campaign statements and other statutory requirements.
3. Staff, develop, and train the Village's election workforce.
4. Administer the preparation and filing of required election reports with the counties and State Elections Board.
5. Performs a variety of related tasks as required.

C. FINANCIAL RESPONSIBILITIES

1. Prepare Clerk-Treasurer's office annual budget
2. Assists Village Administrator, Finance Director and other departments in the preparation of the annual Village budget as needed.
3. Ensure Federal, State, county and other required reports are filed on a timely basis.
4. Ensure Clerk-Treasurer department expenditures do not exceed budgetary appropriations, and provide explanation for budgets that do exceed.
5. Assist Village Administrator and Finance Director with budget implementation and annual audit of financial records.
6. Counter signs all checks for Village, Water Utility, Sewer Utility, Library and other funds and counter signs all contracts, agreements and all other document in accordance with law.

D. INFORMATION TECHNOLOGY RESPONSIBILITIES

1. Generally responsible for administering the Administrative Office's Information Technology (IT) needs, and working with other departments as needed.
2. Review and keep current computer hardware and software applications and technology and recommends upgrades to Village Administrator.
3. Provide scanning advice for Village documents such as LaserFiche and instructs employees on the procedure.
4. Provide assistance with the support and trouble-shooting of 'department specific' software and hardware.
5. Attend training, conferences and meetings related to network, PC and government information technology.

E. PUBLIC RELATIONS

1. Provide information and assistance to residents and visitors in person, by telephone and via e-mail in a professional and timely manner.
2. Provide helpdesk support and maintenance for all general network systems hardware and software resources.
3. Refer telephone calls and customers questions to appropriate individuals.

4. Foster a positive image for the Village of Mukwonago, by striving to nurture productive working relationships while presenting a friendly, but professional image to citizens, businesses, and the general public.

F. ADDITIONAL DUTIES

1. Maintain risk management records for the Village, administering all programs relating to personal and property insurance needs.
2. Process annexations, plats and subdivisions to the proper Village committees, county departments and State offices for review, approval and recording.
3. Verify assessment roll, make changes from Board of Review; calculate special assessments and special charges to be entered on the current year's tax roll; prepare and file statement of assessments, statement of taxes, mill rate worksheet, levy limit worksheet; WiDNR annual housing survey, WiDNR PILT mill rate worksheet, and any other assessment and tax collection related documents; verify the tax roll balances and supervises the collection of property taxes (for Walworth and Waukesha Counties).
4. Administer all phases of intoxicating liquor, wine, fermented malt license processes and other license and permit processes as assigned.
5. Maintain filing system, computer files and filing cabinets of all material received by the Clerk-Treasurer's Office by subject matter.
6. Supervise dog license records and reports for county treasurer's offices.
7. Administer the maintenance of the Village-wide credit card program.
8. Responsible for care and custody of the Village Corporate Seal and all official papers and records of the Village and its utilities.
9. Manage legal notice publications.
10. Respond to public records requests. Refer such requests to the appropriate Village custodian.
11. Coordinate the 10-year U.S. census process and the related redistricting process.
12. Delegate responsibilities to Deputy Clerk-Treasurer as needed.
13. Performs related duties as required by State Statute and Municipal Code.

III. EDUCATION, LICENSURE/CERTIFICATION AND EXPERIENCE. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required.

- A. Associate of Arts in finance or business accounting, finance, economics, or related degree, Bachelors desirable, and computer technology courses and/or experience desirable; or equivalent combination of experience and training which provides the required knowledge, skills and abilities.
- B. Successful completion of the Wisconsin Municipal Clerk's and Treasurer's Institute and receipt of Certified Municipal Clerk & Treasurer designation.
- C. Certification in Election Administration. Certification in Chief Election Inspector training preferred.
- D. Thorough knowledge in the current Statewide election and voter system.
- E. Thorough knowledge of the function and organization of municipal government and of the workings of the Village Board.
- F. Knowledge of the general laws and administration policies governing municipal financial practices and procedures of accounting and budgeting in government.

IV. ESSENTIAL SKILLS OF THE JOB

- A. Ability to instruct and train other staff.
- B. Ability to utilize computer programs and equipment
- C. Ability to communicate effectively orally and in writing
- D. Ability to multi-task and problem solve

V. WORK ENVIRONMENT. The work environment characteristics are reflective of the responsibilities as described in the major duties and responsibilities. Work is performed in an office environment. Contact with staff, other Village employees, public and governmental agencies are required.

VI. AMERICANS WITH DISABILITIES ACT (ADA) ESSENTIAL ELEMENTS AND QUALIFICATIONS.

- A. Must be able to sit, stand, bend, walk and climb with or without back support.
- B. Able to lift up to 25-30 pounds.
- C. Must have dexterity and hand/eye coordination necessary to operate computer keyboard and other office equipment.
- D. Hearing activities requires the ability to participate in numerous conversations throughout the workday both in person and over the telephone.
- E. Must be able to work with file cabinets that are 5’8” in height and cabinet drawers that have a depth of 24.”

VII. ADDITIONAL REQUIREMENTS.

- A. Compliance with the conditions of employment as stated in the Village of Mukwonago Employee Handbook.
- B. Take an oath of office.
- C. Implement the policy directives of the Village Administrator and Village Board and Committees.

The Village of Mukwonago 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 signature

Date