



## CITY CLERK POSITION DESCRIPTION

### **General Statement of Duties:**

Performs all required statutory duties of the City Clerk as set forth in Wisconsin Statutes §§ 62.09 (11) and performs such additional duties as may from time to time be directed by the Common council and the City Administrator/ Finance Director. Responsibly performs administrative work organizing, coordinating, and supervising the duties of the City Clerk's office; and does related work as required.

### **Distinguishing Features of the Position:**

The employee reports to the City Administrator/ Finance Director. Appointment is recommended by the Mayor and approved by and under supervision of the City Administrator/ Finance Director. The employee is reviewed annually. The position is exempt.

The employee will provide information on an advisory basis to the mayor, Common Council, City Administrator/Finance Director, and other department supervisors. The employee will also be responsible for maintaining the City's records, operation and supervision of the Clerk's office, and all duties as required by Wisconsin Statutes and City ordinances.

### **Examples of Work (illustrative only):**

#### **Administrative:**

- Implements policies and directives of the mayor, Common Council, and City Administrator/Finance Director.
- Assists citizens, outside agencies, developers, and staff in bringing matters to the attention of the City Administrator/Finance Director for resolution.
- Other duties as may be assigned

#### **Accounting:**

- May be assigned responsibility for sending payroll ACH file to the bank in the absence of the City Treasurer, assist in wire transfers and other ACH transfers.
- Reconciles bank statements and ledger accounts.
- Administers employee credit card program
- Prints accounts payable and payroll checks with information entered by others

#### **Elections**

- Responsible for the oversight and administration of the election process.
- Provides the appropriate notices and publications regarding the election.
- Conducts and report official canvass of election results.
- Directs Deputy City Clerk in training Election Inspectors.
- Directs Deputy Clerk in scheduling & training Election Inspectors and Special Voting Deputies at care facilities.
- Supplies official declarations of candidacy to those seeking local office.
- Reviews and checks for accuracy of all petitions and declarations of candidacy.

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- Distributes election forms.
- Conducts testing of election equipment.
- Responsible for organizing, scheduling, and setting up Election Day activities.
- Maintains poll lists, assists residents with voter registration, absentee ballots and all other necessary or required actions to conduct a free and fair election.
- When acting as the City Clerk, maintains a non-partisan persona and non-political stance on ballot issues.
- Responsible for storage and inventory of election related supplies.

### **Taxes:**

- Assists City Administrator/ Finance Director and City Treasurer by publishing budget hearing notice, calculating mill rates, adding special assessments and delinquent water and light bills to tax roll, preparing statement of taxes and statement of assessment reports, and mailing tax bills to property owners.
- Works with the contracted assessor service on updating, noticing and conducting a Board of Review hearing.

### **Records, Permits & Licenses:**

- Coordinates all permits and licenses as required by the City excluding zoning and historic preservation.
- Keeps the official files of the City. Responsible for the care and custody of the corporate seal of the City.
- Coordinates the response to fulfill records requests by the public for information.
- Custodian of all municipal public records including the City code, ordinances, resolutions, minutes of public meetings, contracts, intergovernmental agreements, legal opinions and other similar documents.
- Posts copies of approved ordinances and resolutions on city server and website
- Under the direction of the City Administrator/ Finance Director, updates and maintains all electronic records on the server. Directs staff on maintenance and storage of records.
- Updates all permits and forms regularly for accuracy, ease of use/understanding, and maintaining public access through various methods such as the City website and kiosks.
- Directs the Executive Assistant to maintain the accuracy of the website through file management, posting updates and editing.

### **Cemetery:**

- Answers questions about lot sales and cemetery policies.
- Processes sales of lots and maintains lot ownership records, including acting as the primary cashier for cemetery transactions.
- Receives information for interments and maintains interment records.
- Receives questions and concerns about the operations of the cemetery and communicates them to the Municipal Services Department and the City Administrator.

### **Meetings:**

- Attends meetings as directed by the City Administrator, including but not limited to, Common Council, Plan Commission, Public Safety, and Board of Review and records the

proceedings. Prepares agendas and public hearing notices and assembles other supporting documents for meetings of the council and board of review.

- Responsible for ensuring that all public hearing notices are published in a timely fashion and that all agendas are posted in the three designated locations in a timely fashion, distributed by email to requesting parties, and posted on the City's web site.
- Responsible for meeting follow-up, including writing and publishing meeting minutes. Directs the Executive Assistant to post such minutes on the City's web site.
- Serves as secretary for the board of review.

**Required Knowledge, Skills, and Abilities:**

- Thorough knowledge of the functions and organization of municipal government and of the workings of the common council; good knowledge of administrative practices and procedures.
- Ability to coordinate and direct the functions and activities of local/municipal government.
- Ability to write clear and concise reports, directives, and letters.
- Ability to prepare official rules and proceedings.
- Ability to read, interpret, and apply provisions of laws, rules, and regulations; ability to perform difficult and responsible work with independent discretion.
- Ability to establish and maintain satisfactory working relationships with department heads and other City employees
- Working knowledge of computers and electronic data processing, website management, and other modern office practices.
- Ability to exercise good professional judgment
- Conduct work in a calm and timely manner.
- Displays the highest of ethical standards in maintaining the public's confidence and strives for the inclusion of the public, applicants and staff.

**Job Standards (required experience, training and education):**

- Graduation from high school or GED equivalent.
- A degree in public administration. Or any equivalent combination of experience and training, which provides the required knowledge, skills, and abilities.
- Must be a Certified Municipal Clerk or Certified Public Manager, or have the ability to obtain certification within agreed time frame upon hire.
- Responsible experience in municipal government, including supervisory experience.
- Continuing education and certifications for the position are required.

**Tools and Equipment Used:**

Personal computer, word processing and spreadsheet software, accounting software, telephone, 10-12 key calculator, electric typewriter, copy machine, fax machine, optical scanner, postage meter, state elections database and all other equipment required to perform the duties and responsibilities of this position.

**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 duties and responsibilities of this position.

While performing the duties of this job, the employee is frequently required to sit or stand, talk or listen for extended periods of time. The employee is occasionally required to use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Work Environment:**

The work environment characteristics described here 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. The noise level in the work environment is moderately noisy.

To maintain consistency and availability for residents, department heads, elected officials and other staff members the majority of hours worked in a week will range from 7:00 AM to 5:00 PM; Monday through Friday. An unpaid lunch break at a mid-point of the shift and additional hours for meetings may be required.

**Compensation:**

The City of Evansville's Pay Philosophy categorizes this position in a pay grade of 10.

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The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The position description of the City Clerk does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. No individual City official has authority to enter into an oral or written promise or contract of employment with any individual or group of employees. Any employment contract must be approved by a majority of Common Council.

Approved by Finance and Labor Relations Committee 10/06/2022 and 08/03/2023

By signing this document, I acknowledge that I fully understand my job duties and will carry them out as assigned.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_