

Job Description

Human Resource Use Only

Position Number:
Step/Grade- L
Effective Date: 08/2013

POSITION IDENTIFICATION

Position Title: City Clerk
Division: Finance
Status: Full time, Exempt
Normal Workweek: Monday-Friday (7:30am – 4:30pm)

SUPERVISORY RELATIONSHIPS

Reports to: Director of Administration
Directly Supervises: Lead Administration Support Specialist and (3) Administrative Support Specialists

POSITION PURPOSE

The Office of City Clerk involves responsibilities and duties set forth pursuant to Wis. Stats. s.62.09 (11) and the Manitowoc Municipal Code. The City Clerk acts as the Chief Elections Official for the City of Manitowoc. The City Clerk is required to attend the meetings of the Common Council, serves as the secretary of the Council, and is responsible for keeping the official records of the proceedings, serves as Secretary and voting member of the Board of Review and the Board of Public Works. The City Clerk works under the general direction of the Director of Administration

ESSENTIAL DUTIES

- Responsible for administration of elections. Prepares election notices, ballots, election instructions, nomination papers, and campaign finance notices, billing other jurisdictions for election costs, etc. Trouble-shoots problems at the various polling locations on Election Day and works the evening of Election Day to take returns from election inspectors.
- Knowledgeable of all Wisconsin Election Laws and the ability interpret changes to Election Laws to ensure compliance.
- Attends all Common Council and various other committee meetings and presents all ordinances, resolutions, notices and other documents to the Common Council for action. The Clerk is also responsible for maintaining a permanent record for all proceedings of all committees, boards, commissions and the council. (Regular evening attendance required.)
- Supervises licensing of dogs and cats. Remits proper fees to County and Humane Society in accordance with State Statutes.
- Administers Oath of Office to all elected officials, appointed officials, police officers, and committee appointments.
- Prepares and posts notices for public meetings/hearings.
- Maintains permanent record of all minutes of all committees, commissions and the common council.

- Receives applications for licenses and issues same, some of which are subject to Common Council approval and departmental approval.
- Maintains a record of all licenses and permits granted and records all bonds in appropriate books.
- Serves as Secretary and voting member of the Board of Review and the Board of Public Works.
- Computes tax and credit rate for the tax roll and prepares Statement of Taxes.
- Prepares reports of Tax Incremental Financing districts for State Department of Revenue.
- Computes and supervises preparation of all special assessment charges.
- Recommends annual departmental budget for Clerk's Office to the Director of Administration.
- Maintains an index of city-owned property and a record of city vehicles. This includes maintenance of insurance and applications for titles.
- Maintains insurance policies and certificates of insurance for contracts, vehicles, licenses, etc.
- Maintains file on liability claims against the city.
- Prepares leases and collects payments of leased stalls in municipal parking lots.
- Enters state assessed manufacturing roll into the computer system and prepares statement of assessment.
- Supervises the processing of all mail from the various city departments, including mailing and delivery.
- Prepares dog census and submits report to county.
- Supervises the preparation and posting of all open meeting notices.

OTHER DUTIES

Assists with coverage for the Clerk/Treasurer's Office as needed.
All other related duties as assigned.

MINIMUM POSITION QUALIFICATIONS

- Education:** Bachelor's Degree in Business or related field.
Or the equivalent combination of experience and training which provides the required knowledge, skills and abilities, as determined by the employer.
- Experience:** Three to five years general supervisory business experience with a preference for direct municipal related experience.
- Certifications/Licenses:** Certified Municipal Clerk designation (CMC) desirable.
- Other Requirements:** No other requirements

KNOWLEDGE, SKILLS, & ABILITIES

This position must possess the ability to interpret and administer laws, rules and regulations; add, subtract, multiply and divide accurately; organize and maintain accurate records of office activity; prioritize tasks to meet deadlines despite difficult and complex situations; communicate professionally and effectively via oral and written documents; prepare accurate reports and data; learn new technology in the workplace as it develops and changes; and the ability to understand and carry out complex oral and written directions. This position must also possess the ability to exercise discretion over confidential information; supervise the work of others; work professionally and courteously with both internal and external customers; read, analyze and

interpret financial data and financial statements; operate general office equipment; and possess intermediate proficiency in Microsoft Office Suite with an emphasis on Excel, and Word.

BACKGROUND CHECKS- Condition of Employment

PHYSICAL DEMANDS

The physical demands described herein 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.

Manual Dexterity: While performing the duties of this job, the employee is regularly required to coordinate hands, eyes, feet and limbs in performing semi-skilled movements such as operation of a computer keyboard, telephone, calculator and dictation equipment.

Physical Effort: The employee is occasionally required to exert light to medium physical effort in sedentary and light to medium work involving lifting, carrying, pushing, walking, standing, reaching with hands and arms, climbing, balancing, stooping, kneeling, crouching or crawling. The employee must occasionally lift and/or move 25 pounds. Specific vision abilities required include close vision, distant vision and ability to adjust focus.

Working Conditions: The noise level in the work environment is moderately quiet. The work environment is normally indoors with controlled climate conditions. Occasionally the employee may be required to be outdoors for a short period of time, and therefore subject to varying weather conditions, for purposes of accomplishing the essential functions of this job.

This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and abilities as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct, and control the duties of employees under supervision. The City of Manitowoc retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment.

This job description is not a contract for employment.

The City of Manitowoc 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.