

## RESOLUTION OF THE COMMON COUNCIL

Authorizing and directing the proper city official(s) to approve Option B for the Finance Director position description update, department restructure, and hiring of a Finance Director

Committee Action: Personnel Committee recommends approval 4-0 on April 23, 2018.

**File Number:** R-92-218

**Date Introduced:** April 24, 2018

**WHEREAS**, the Personnel Committee received a request to approve a position description from several options including Option B for the Finance Director position description and department restructure; and

**WHEREAS**, the Personnel Committee met on Monday, April 23, 2018 to review several options including Option B for the Finance Director position description and department restructure with the following included changes: removal of Economic Development oversight and duties, removal of Administration and Clerk oversight and duties, restructuring the Clerk's position to a leadership position with oversight of the Clerk's office as well as Administration and oversight of the front desk with the Deputy Clerk position reporting directly to the Clerk; and

**WHEREAS**, the Personnel Committee recommends approval unanimously (4-0) to approve Option B for the Finance Director position description and department restructure, now therefore

**BE IT RESOLVED** by the Common Council of the City of Stoughton that the proper city official(s) be hereby authorized and directed to approve Option B for the Finance Director position description and department restructure with the following included changes: removal of Economic Development oversight and duties, removal of Administration and Clerk oversight and duties, restructuring the Clerk's position to a leadership position with oversight of the Clerk's office as well as Administration and oversight of the front desk with the Deputy Clerk position reporting directly to the Clerk and to proceed with hiring a Finance Director.

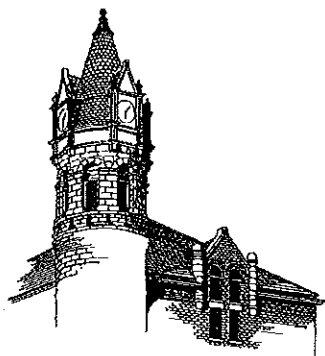
**Council Action:** ☐ Adopted ☐ Failed **Vote** \_\_\_\_\_

**Mayoral Action:** ☐ Accept ☐ Veto

\_\_\_\_\_  
Tim Swadley, Mayor

\_\_\_\_\_  
Date

**Council Action:** \_\_\_\_\_ ☐ Override **Vote** \_\_\_\_\_



City of Stoughton  
Department of  
Human Resources & Risk Management  
381 East Main Street Stoughton, WI 53589

Amy Jo Gillingham  
Director

(608) 646-0272 [www.ci.stoughton.wi.us](http://www.ci.stoughton.wi.us)

April 19, 2018

As requested, below are several options for the restructure of the Finance and Economic Development Director's Position. We will review each of the options and discuss what makes most sense for the posting of the position, for the immediate hiring need and the future of the Department. We have discussed previously many different options as well as an entire re-org of Administrative Services. Alderpoerson Reeves is new to the committee and we will make sure to bring her up to speed at the meeting on the 23<sup>rd</sup>.

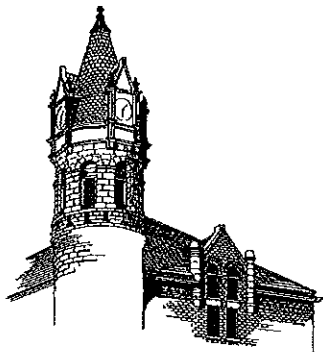
Given the feedback from the previous City of Stoughton Clerks that have terminated their employment, the Clerk's position should be re-considered as a Leadership position. This is how the position was previously was structured prior to the development of Administrative Services. It worked well and this is how other Cities of our size are structured.

The main complaint from the Clerk's that have left, is that they report to Finance and do not have the authority needed to be successful. The Deputy Clerk also reports directly to the Finance Director, not the Clerk. Administrative Services consist of the front desk staff, finance, City Clerk, Deputy Clerk. The positions all report directly to the Finance Director.

Please come prepared to talk on Monday and to reach a decision regarding the job description for the Finance and Economic Development position that is being vacated at the end of May. Please note, I cannot post the position until the position description has been reviewed by myself and the Mayor. If there are no changes, I can go ahead and post. If there are changes, we will take the position description to the next Council Meeting for approval.

Should you have any questions prior to the meeting, please do not hesitate to contact me.

AJ

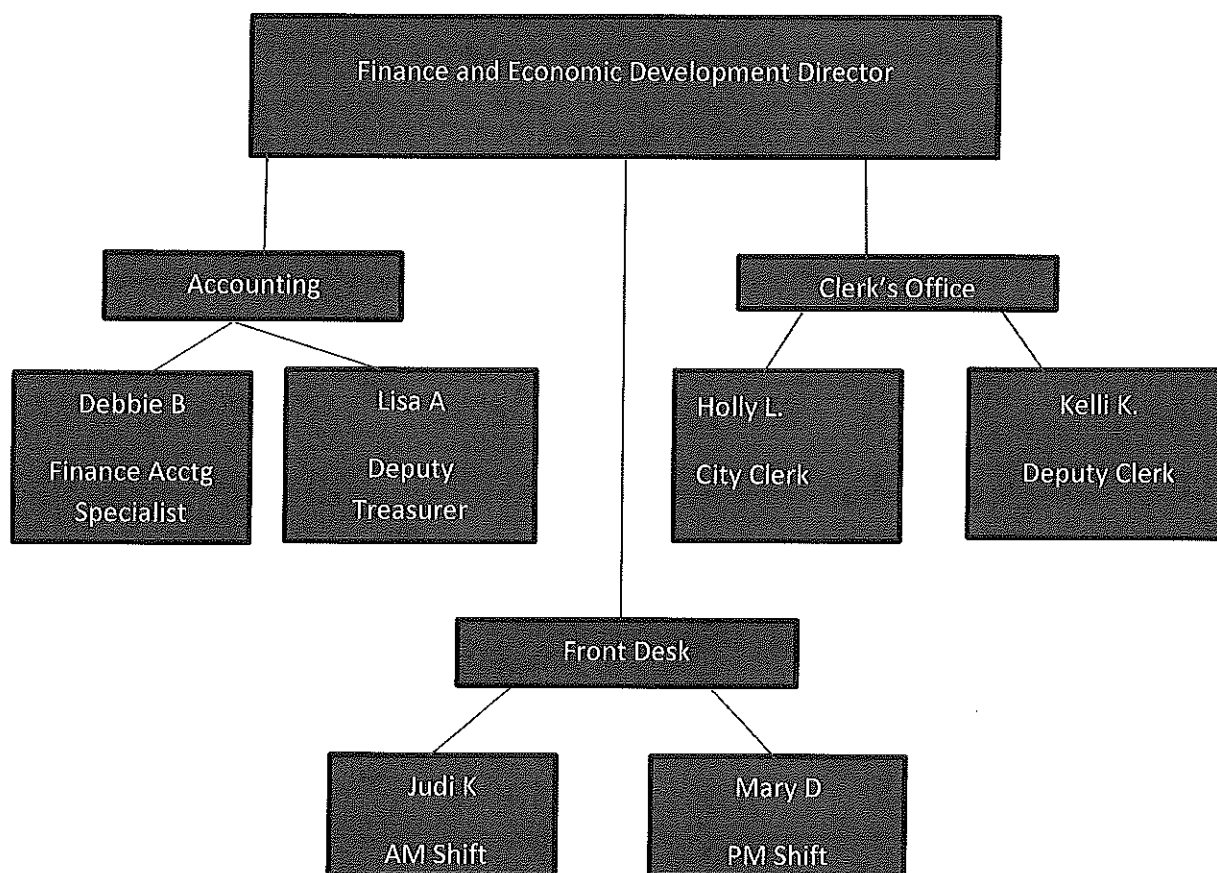


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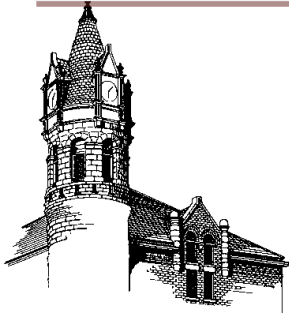
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Amy Jo Gillingham  
Director

**TODAY'S POSITION DESCRIPTION: Director of Finance and Economic Development**



**NO CHANGES**



**FINANCE DEPARTMENT**  
**DIRECTOR OF FINANCE AND**  
**ECONOMIC DEVELOPEMENT**

*City of Stoughton*

**SALARY RANGE:** \$78,506 - \$103,398    **PAY GRADE:** 19    **FLSA:** E

**REPORTS TO:** Mayor

**SUMMARY OF POSITION:**

The purpose of this position is to supervise, direct, and coordinate the financial and administrative service activities of the City, serving as comptroller with duties as outlined in 62.09(10) Wis. Statutes and City ordinances and as City Treasurer, with duties required by State Statutes 62.09(9) and City ordinances. Other key functions include supervising, directing and coordinating the Economic Development activities in the City. This position provides support to the Mayor, City Council, and City departments in their financial management, budgeting, and reporting responsibilities, presentation of issues and recommendations to the Mayor and City Council for strategic direction of fiscal policy matters to maintain and enhance the financial health of the City, and performance of a variety of administrative functions as delegated by the Mayor and City Council.

**DUTIES AND RESPONSIBILITIES:**

**Core Duties and Responsibilities** - The following duties are the primary duties of this position but do not compose an exclusive or all-encompassing list of duties. Other duties may be assigned or required to accomplish the main goals of this position.

- Directs, coordinates, and supervises the financial and administrative activities of the City of Stoughton including administrative services, front desk, Clerk, Deputy Clerk and accounting services.
- Directs, coordinates, and supervises the Economic Development Activities of the City of Stoughton.
- Directs, coordinates, and supervises Special Assessment procedures.
- Oversees the preparation of the tax roll special charges, delinquencies and assessments.
- Prepares tax roll for submission to the County Treasurer.

- Prepares Statement of Taxes, Levy Limit worksheets and Expenditure Restraint reporting.
- Prepares salary and benefit data for the annual budget process in conjunction with the Director of Human Resources & Risk Management.
- Performs Comptroller functions as required by State Statutes 62.09(10) and City ordinances.
- Performs City Treasurer functions as required by State Statutes 62.09(9) and City ordinances.
- Maintains a central accounting system for the City government and its agencies in a manner consistent with established and accepted municipal accounting principles and procedures, and in sufficient detail to produce adequate cost, financial, and statistical data for City and department management purposes and to meet statutory requirements.
- Directs, coordinates, and supervises processing of accounts payable and accounts receivable; auditing of purchase orders, receipts, and disbursement; reconciling accounting records with various departments; and allocating payments to various accounts.
- Directs, coordinates, and supervises processing of payroll; verifies salary and benefit data for inclusion in the City payroll database.
- Functions as a resource and support to enhance department's financial management capacity.
- Maintains a system of budgetary control to ensure that expenditures do not exceed appropriations, and that sufficient revenues are available to meet anticipated needs.
- Directs the preparation of the annual City budget, including advising the Mayor, City Council, and City department directors in the review of estimates and the preparation of individual departmental budget requests.
- Directs the development and update of a Five-Year Capital Improvement Plan, a Five-Year Financial/Operating Budget Forecast, and accompanying financing plans.
- Provides the Mayor and City Council with timely and informative financial reports, statements, financial analysis and fiscal projections on major issues requiring policy direction.
- Analyzes City debt structure and prepares recommendations for restructuring thereof; advises the Mayor and Finance Committee regarding debt management.

- Coordinates a variety of special administrative projects as assigned, which include but are not limited to the negotiation of contracts, leases, purchases, land acquisitions, and others of a similar nature.
- Initiates proactively, or participates collaboratively with department efforts to streamline operations, increase operational efficiency and effectiveness, and address issues and opportunities of current concern.
- Proposes recommendations to streamline and consolidate budget and accounting functions in a continuous improvement effort.
- Coordinates activities of City Assessor contract compliance.
- Provides or reviews necessary financial data for collective bargaining and assists Personnel Committee as necessary.
- Administers the CDBG – Community Development Block Grant program.
- Represents the City in all fiscal matters, including issues associated with economic development.
- Administers the investment of surplus City funds and documentation relating to the sale or renegotiation of notes and bonds.
- Reviews, audits, and certifies all claims against the City for payroll, goods and services, and reports to the Finance Committee.
- Administers Firefighters' Pension Fund and serves on the Firefighters' Pension Board.
- Attends all City Council meetings and committee meetings as necessary.
- Serves on the Board of Trustees – Riverside and Wheeler Prairie Cemeteries.
- Provides administrative oversight and reviews financial activities of duly authorized volunteer organizations.
- Insures volunteer organizations follow prescribed city financial policies.
- Keeps informed of new trends, developments, laws, and regulations impacting the activities of the finance and treasury functions of the City.
- In accordance with City Clerk, assists with & administers City Council meetings, elections, and any other Clerk responsibilities.

**QUALIFICATIONS:**

The ability to perform the Core Duties and Additional Duties listed above and:

## **Education/Training/Certifications**

Graduation from an accredited four-year college or university with a degree in Business Administration, Accounting, Financial Management, Public Administration or related field. Minimum of five to seven years of progressively responsible supervisory or management position related experience in accounting and financial management, preferably in a municipal environment serving as a finance director or assistant finance director.

## **Language Skills**

- Ability to act as a staff advisor to the Mayor, City Council, and department directors.
- Skill in effective, clear, and objective oral and written communications about the City's finances to individuals and groups.
- Ability to comprehend and interpret a variety of documents including municipal and business financial statements, invoices, contracts, insurance policies and claims, tax rolls, budget requests and amendments, audits, bank statements, budget documents, service contracts, State statutes, City ordinances and policies, etc.
- Ability to prepare a variety of documents with clear, comprehensive explanatory narrative to accompany budget documents, financial statements, fiscal analysis relating to special projects, letters and other correspondence with the Mayor, City Council, department directors, or parties external to the City, etc. using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, explain procedures, and follow instructions.
- Ability to use and interpret legal and accounting terminology.
- Ability to communicate effectively with Mayor, City Council, Finance, Personnel, and Utility Committee members, department directors, legal counsel, other City personnel, State and County personnel, insurance representatives, and others verbally and in writing.

## **Mathematical Skills**

- Ability to add, subtract, multiply, divide, calculate decimals and percents, and make use of the principles of descriptive statistics.
- Ability to design and produce graphical representations of complex financial and performance data.

- Ability to prepare accounting and financial data projections.
- Knowledge of municipal accounting and auditing including enterprise funds; considerable knowledge of Generally Accepted Auditing Standards (GAAS); considerable knowledge of Generally Acceptable Accounting Principles (GAAP).

### **Supervisory Skills**

- Proven skills in the area of supervision and management, including participative management.
- Ability to supervise the work of departmental staff including; coordinating, assigning, monitoring, and evaluating work; and hiring, training, counseling, and disciplining staff.
- Ability to positively motivate employees and create a team-work oriented, effective, and efficient work environment.
- Ability to establish and maintain effective working relationships with the Mayor, City Council members, department directors, staff, and the public.

### **Physical and Mental Abilities Required to Perform Essential Position Functions:**

- Ability to operate a variety of office equipment.
- Ability to develop manual and computerized financial systems.
- Proficient with Microsoft Office
- Advanced skill set - Excel

### **Environmental Adaptability:**

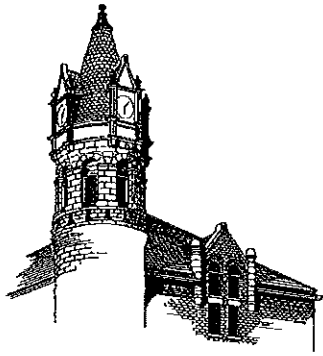
- Understanding of the City's political environment and sensitivities; ability to function effectively within that environment.
- Ability to work effectively in an office environment.
- Ability to work under generally safe and comfortable conditions.

### **EQUAL OPPORTUNITY EMPLOYER:**

*The City of Stoughton is an Equal Opportunity Employer. In compliance with applicable state and federal law, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.*





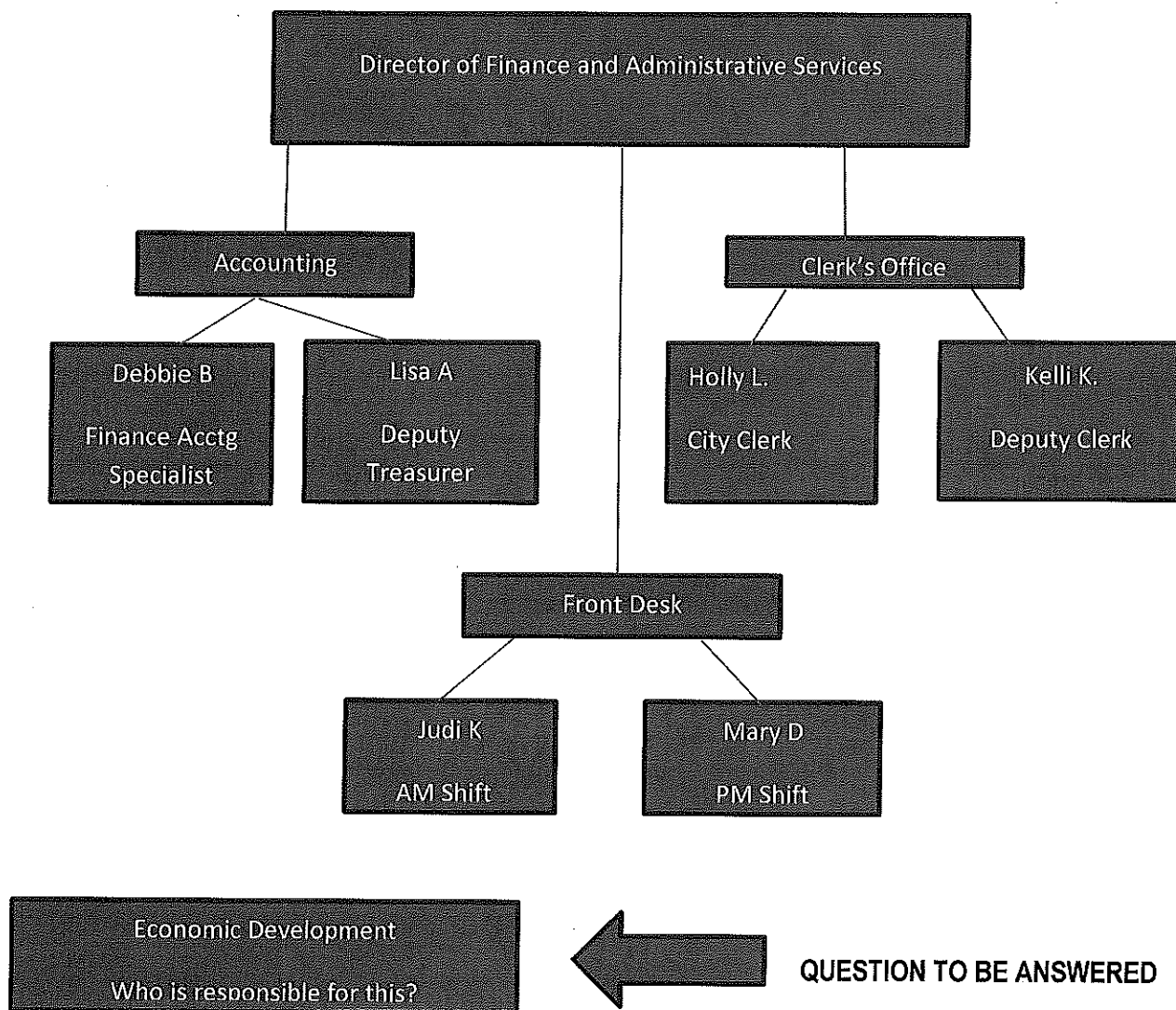


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Amy Jo Gillingham  
Director

**OPTION A POSITION DESCRIPTION: Director of Finance and Economic Development**



# OPTION A



## FINANCE DEPARTMENT

### **DIRECTOR OF FINANCE AND ADMINISTRATIVE SERVICES ~~ECONOMIC DEVELOPEMENT~~**

*City of Stoughton*

**SALARY RANGE:** \$78,506 - \$103,398    **PAY GRADE:** 19

**FLSA:** E

**REPORTS TO:** Mayor

#### **SUMMARY OF POSITION:**

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#### **DUTIES AND RESPONSIBILITIES:**

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- Directs, coordinates, and supervises the financial and administrative activities of the City of Stoughton including administrative services, front desk, Clerk, Deputy Clerk and accounting services.
- ~~Directs, coordinates, and supervises the Economic Development Activities of the City of Stoughton.~~
- Directs, coordinates, and supervises Special Assessment procedures.
- Oversees the preparation of the tax roll special charges, delinquencies and assessments.

- Prepares tax roll for submission to the County Treasurer.
- Prepares Statement of Taxes, Levy Limit worksheets and Expenditure Restraint reporting.
- Prepares salary and benefit data for the annual budget process in conjunction with the Director of Human Resources & Risk Management.
- Performs Comptroller functions as required by State Statutes 62.09(10) and City ordinances.
- Performs City Treasurer functions as required by State Statutes 62.09(9) and City ordinances.
- Plans, installs, and maintains a central accounting system for the City government and its agencies in a manner consistent with established and accepted municipal accounting principles and procedures, and in sufficient detail to produce adequate cost, financial, and statistical data for City and department management purposes and to meet statutory requirements.
- Directs, coordinates, and supervises processing of accounts payable and accounts receivable; auditing of purchase orders, receipts, and disbursement; reconciling accounting records with various departments; and allocating payments to various accounts.
- Directs, coordinates, and supervises processing of payroll; verifies salary and benefit data for inclusion in the City payroll database.
- Functions as a resource and support to enhance department's financial management capacity.
- Maintains a system of budgetary control to ensure that expenditures do not exceed appropriations, and that sufficient revenues are available to meet anticipated needs.
- Directs the preparation of the annual City budget, including advising the Mayor, City Council, and City department directors in the review of estimates and the preparation of individual departmental budget requests.
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- Analyzes City debt structure and prepares recommendations for

restructuring thereof; advises the Mayor and Finance Committee regarding debt management.

- Coordinates a variety of special administrative projects as assigned, which include but are not limited to the negotiation of contracts, leases, purchases, land acquisitions, and others of a similar nature.
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- Proposes recommendations to streamline and consolidate budget and accounting functions in a continuous improvement effort.
- Coordinates activities of City Assessor contract compliance.
- Provides or reviews necessary financial data for collective bargaining and assists Personnel Committee as necessary.
- Administers the CDBG – Community Development Block Grant program.
- Represents the City in all fiscal matters, ~~including issues associated with economic development.~~
- Administers the investment of surplus City funds and documentation relating to the sale or renegotiation of notes and bonds.
- Reviews, audits, and certifies all claims against the City for payroll, goods and services, and reports to the Finance Committee.
- Administers Firefighters' Pension Fund and serves on the Firefighters' Pension Board.
- Attends all City Council meetings and committee meetings as necessary.
- Serves on the Board of Trustees – Riverside and Wheeler Prairie Cemeteries.
- Provides administrative oversight and reviews financial activities of duly authorized volunteer organizations.
- Insures volunteer organizations follow prescribed city financial policies.
- Keeps informed of new trends, developments, laws, and regulations impacting the activities of the finance and treasury functions of the City.
- In accordance with City Clerk, assists with & administers City Council meetings, elections, and any other Clerk responsibilities.

**QUALIFICATIONS:**

The ability to perform the Core Duties and Additional Duties listed above and:

### **Education/Training/Certifications**

Graduation from an accredited four-year college or university with a degree in Business Administration, Accounting, Financial Management, Public Administration or related field. Minimum of five to seven years of progressively responsible supervisory or management position related experience in accounting and financial management, preferably in a municipal environment serving as a finance director or assistant finance director.

### **Language Skills**

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### **Mathematical Skills**

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- Ability to design and produce graphical representations of complex financial and performance data.

- Ability to prepare accounting and financial data projections.
- Knowledge of municipal accounting and auditing including enterprise funds; considerable knowledge of Generally Accepted Auditing Standards (GAAS); considerable knowledge of Generally Acceptable Accounting Principles (GAAP).

### **Supervisory Skills**

- Proven skills in the area of supervision and management, including participative management.
- Ability to supervise the work of departmental staff including; coordinating, assigning, monitoring, and evaluating work; and hiring, training, counseling, and disciplining staff.
- Ability to positively motivate employees and create a team-work oriented, effective, and efficient work environment.
- Ability to establish and maintain effective working relationships with the Mayor, City Council members, department directors, staff, and the public.

### **Physical and Mental Abilities Required to Perform Essential Position Functions:**

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- Proficient with Microsoft Office
- Advanced skill set - Excel

### **Environmental Adaptability:**

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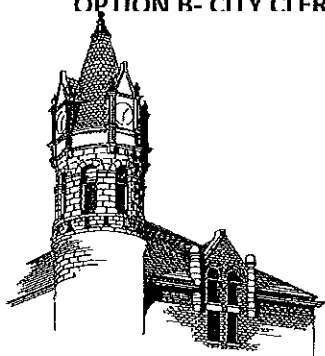
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**OPTION B- CITY CLERK TO LEADERSHIP ROLE**

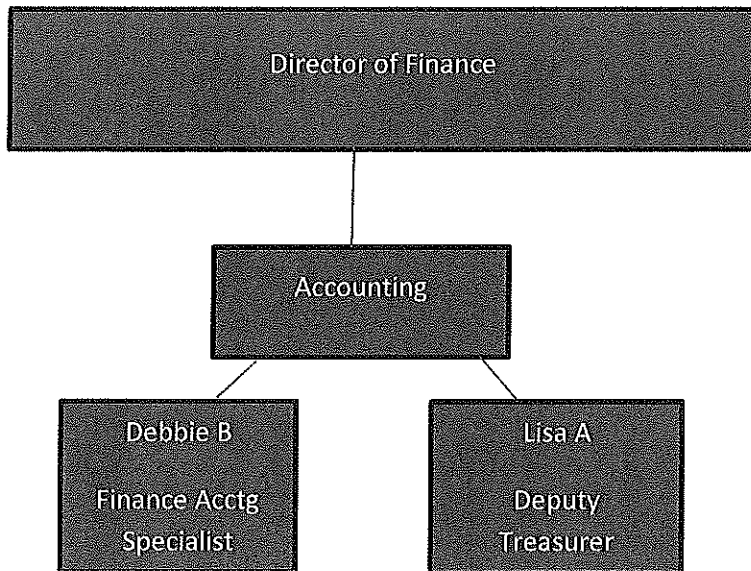


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Amy Jo Gillingham  
Director

**OPTION B POSITION DESCRIPTION: Director of Finance**

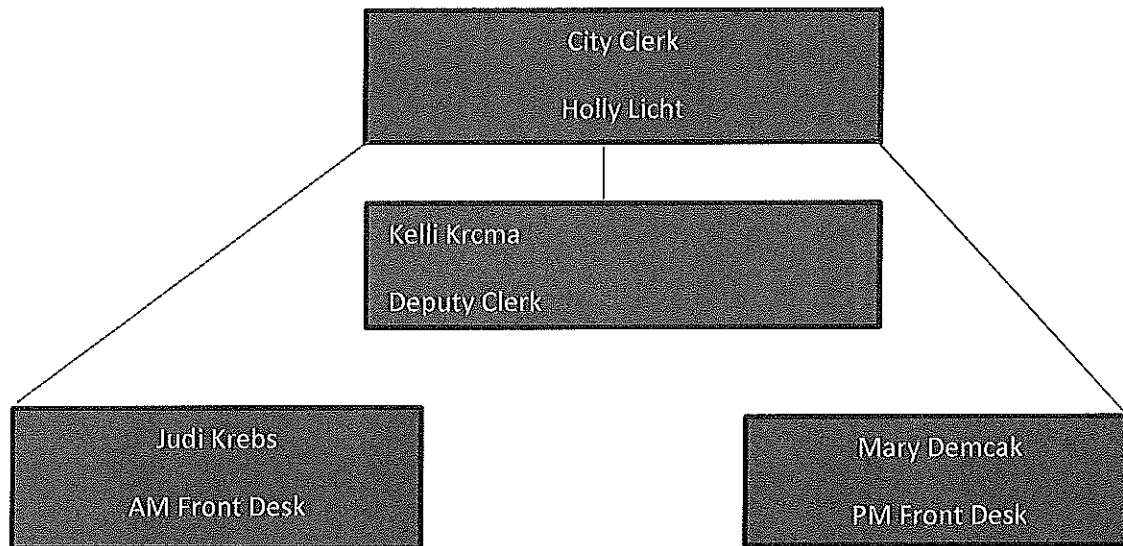


Economic Development  
Who is responsible for this?



**QUESTION TO BE ANSWERED**

OPTION B- CITY CLERK TO LEADERSHIP ROLE



## OPTION B



### FINANCE DEPARTMENT

### DIRECTOR OF FINANCE ~~AND~~ ~~ECONOMIC DEVELOPEMENT~~

*City of Stoughton*

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- Attends all City Council meetings and committee meetings as necessary.
- Serves on the Board of Trustees – Riverside and Wheeler Prairie Cemeteries.
- Provides administrative oversight and reviews financial activities of duly authorized volunteer organizations.
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## **Mathematical Skills**

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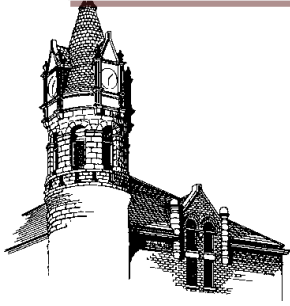
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# OPTION B



## ~~ADMINISTRATIVE SERVICES~~

### City Clerk

*City of Stoughton*

**SALARY RANGE:**

**PAY GRADE:**

**FLSA: N**

**REPORTS TO:** ~~Mayor~~**Director of Finance and Economic Development**

**SUMMARY OF POSITION:**

The purpose of this position is to perform the statutory duties of the Municipal Clerk; maintain public records, coordinate elections and licenses, and maintain and record the official minutes of the City of Stoughton. Responsible for management of Deputy Clerk and front desk staff.

**DUTIES AND RESPONSIBILITIES:**

**Core Duties and Responsibilities** - The following duties are the primary duties of this position but do not compose an exclusive or all-encompassing list of duties. Other duties may be assigned or required to accomplish the main goals of this position.

- Performs all statutory duties of the Municipal Clerk.
- Supervision of Deputy Clerk and front desk staff including staffing, development, and overall management.
- Maintains public records and ensures that records are properly preserved, filed, and disposed of; maintains official records of licenses, permits, and bonds; coordinates publication of City legal notices.
- Prepares official City Council proceedings, minutes; prepares meeting agendas and other materials as required; completes follow-up of City Council and Committee actions.
- Coordinates and administers public hearing process for Council and Committee of the Whole and other departments as required.
- Coordinates and administers the processing of all required City licenses.

Council Approved April 14, 2015

- Records City documents with the County Register of Deeds.
- Coordinates and administers City election process including voter registration, ballot preparation, absentee voting; conducts Election Day process
- Coordinates the Open Book and Board of Review process. Prepares Statement of Assessment.
- Prepares annual budget for Clerk and Election
- Prepares ordinances and resolutions and coordinates the codification process
- Performs Garbage pickup and Recycling Coordinator duties, and maintains database
- Compiles accounts payable invoices, code for payment, and process and produce a check for payment.
- Prepares City 1099's to vendors and related reports for Federal and State government. Sends out and tracks W-9 information
- Maintains all contract files
- Staff person to Council and Committee of the Whole, CA/CP and other committees as directed by the Finance Director.

**QUALIFICATIONS:**

The ability to perform the Core Duties and Additional Duties listed above and:

**Education/Training/Certifications**

- A two- or four-year college degree in business, public administration, or a related field; educational, vocational, or technical training; three to five years municipal government or related experiences; or any combination of education and experience that provides equivalent knowledge, skills, and abilities is preferred.
- Certified Municipal Clerk and/or Wisconsin Municipal Clerks Association designation is preferred.
- Knowledge and ability to perform Statewide Voter Registration System functions.

**Language Skills**

- Ability to decide the time, place, and sequence of operations within an organization, and the ability to oversee operations.
- Ability to set goals and objectives for others and to perform periodic reviews.
- Ability to analyze and categorize data and information using established criteria to determine consequences and identify and select alternatives.
- Ability to manage and direct a group of workers, including the ability to provide counseling and mediation; to persuade, convince, and train others; to advise and interpret the application of policies, procedures, and standards to specific situations.
- Ability to utilize, prepare and/or interpret a variety of advisory and design data and information such as meeting minutes/agendas, legal notices, public records, special assessments, election notices, licenses, accounts, State Statutes, City ordinances, and tax rolls.
- Ability to provide excellent customer service internally and externally.
- Ability to lead a team effectively, and to participate as a team player.
- Ability to communicate effectively orally and in writing with Mayor, office staff, other City personnel, City Council members, vendor representatives, attorneys, and the general public.

#### **Mathematical Skills**

- Ability to calculate and understand percentages, fractions, decimals, interest, discount, and ratios.
- Ability to interpret descriptive statistical reports.

#### **Physical and Mental Abilities Required to Perform Essential Position Functions:**

- Ability to use functional reasoning in performing synthesis functions and influence functions such as supervising, managing, leading, directing, and controlling.
- Ability to exercise the judgment, decisiveness, and creativity required in situations involving the direction, control, and planning of an entire program or multiple programs.
- Ability to operate a variety of office equipment including computer terminal, typewriter, telephone, fax machine, calculator/adding machine, and photocopier.

- Ability to exert light physical effort in sedentary to light work typically involving lifting, carrying, pushing, and pulling.
- Ability to coordinate eyes, hands, feet, and limbs in performing moderately coordinated movements such as typing.

**Environmental Adaptability:**

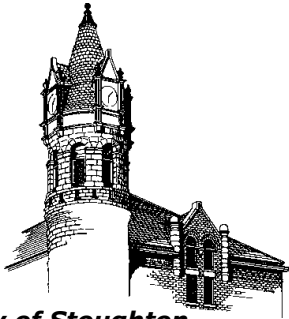
- Understanding of the City's political environment and sensitivities; ability to function effectively within that environment.
- Ability to work under generally safe and comfortable office conditions where exposure to irate individuals may cause discomfort and poses possible risk of injury.

**EQUAL OPPORTUNITY EMPLOYER:**

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## OPTION B

# FINANCE DEPARTMENT DEPUTY CLERK



*City of Stoughton*

**PAY GRADE:** 5

**FLSA:** N

**REPORTS TO:** ~~City Clerk~~ **Director of Finance and Economic Development**

### **SUMMARY OF POSITION:**

The purpose of this position is to perform various secretarial tasks, administrative and record keeping tasks related to City Council and related committee functions, elections, and City license regulation; and perform City Clerk tasks in his/her absence.

### **DUTIES AND RESPONSIBILITIES:**

**Core Duties and Responsibilities** - The following duties are the primary duties of this position but do not compose an exclusive or all-encompassing list of duties. Other duties may be assigned or required to accomplish the main goals of this position.

- Assists with-voter registration records.
- Maintains all election information in the WisVote system.
- Assists with the preparation and over site of the election process.
- Generates and publishes legal notices regarding elections. Coordinates cooperative notices with area township clerks.
- Maintains campaign finance records.
- Assists with licensing for liquor sales, operators, and others.
- Prepares various committee meeting agendas and minutes as needed.
- Assists in the preparation of bi-monthly Council meeting packets and distributes to Council members and Department Heads.
- Assists in processing legal notices, ordinances and resolutions for publication in City Clerk's absence.
- Updates policies and procedures manual as needed.

- Attends Common Council, committee and Department Head meetings and performs other City Clerk duties in his/her absence.
- Staff to the Food Pantry Committee. Processes receipts and accounts payable vouchers. Prepares monthly reporting.
- Processes city employee payroll. Compiles time sheet information. Prepares required payroll reports including state and federal reporting.
- Prepares and reconciles reporting for monthly WRS
- Completes monthly reporting for US Department of Labor regarding current employment statistics.
- Prepares W2's and year end reporting.
- Processes and reconciles payroll benefit and deduction disbursements to various agencies.
- Prepares monthly employee reports for Department Heads
- Updates and maintains the City Directory.
- Updates, maintains and prepares billings for City garbage and recycling.
- Prepares periodic reporting of dog licenses for County. Balances license sales and prepares adjusting journal entries.
- Prepares forms for bid openings. Attends bid openings and records all information.
- Coordinates the activities of the Food Pantry
- Produces the city newsletter, *The Tower Times*. Compiles information from committees, department heads and staff, community groups, etc.; and coordinates printing.
- Provides backup to the Department as needed and all other duties as assigned.

**QUALIFICATIONS:**

The ability to perform the Core Duties and Additional Duties listed above and:

**Education/Training/Certifications**

- High school diploma or equivalent, vocational/technical training, three to four years' experience in City government. Experience with website

management, Microsoft office, software applications, or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

- Possess knowledge of the Statewide Voter Registration System.
- Position requires a Wisconsin Notary Public.

### **Language Skills**

- Ability to provide excellent customer service internally and externally and to effectively lead a team and participate as a team player.
- Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to established criteria/standards. Ability to compare, count, differentiate, measure and/or sort data, as well as assemble, copy and record and transcribe data and information. Ability to classify, compute and tabulate data.
- Ability to advise and provide interpretation to others on how to apply policies, procedures and standards to specific situations.
- Ability to utilize a variety of advisory data and information such as vouchers, invoices and instructions, billing statements, purchase orders, schedules, memos, state statutes, computer software operating manuals, dictionaries, procedures, guidelines, and non-routine correspondence.
- Ability to communicate orally and in writing with city employees, department heads, and the general public.

### **Mathematical Skills**

- Ability to calculate percentages, fractions, decimals, volumes, ratios, present values and spatial relationships. Ability to interpret basic descriptive statistical reports.

### **Judgment and Situational Reasoning Ability**

- Ability to use functional reasoning and apply rational judgment in performing diversified work activities.
- Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria, as opposed to criteria which are clearly measurable.

**Physical and Mental Abilities Required to Perform Essential Position Functions:**

- Ability to operate office equipment and machinery requiring simple but continuous adjustments such as computer keyboard/typewriter, telephone, calculator/adding machine, photocopier and fax machine.
- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Ability to exert light physical effort in sedentary to light work.
- Ability to recognize and identify degrees of similarities or differences between characteristics of forms and sounds.

**Environmental Adaptability:**

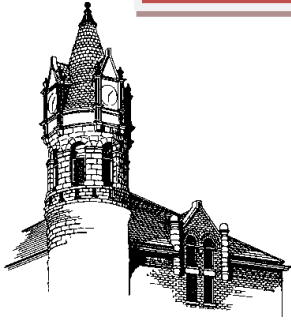
- Ability to work under generally safe and comfortable conditions where exposure to environmental factors may cause discomfort and poses a limited risk of injury.

**EQUAL OPPORTUNITY EMPLOYER:**

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## OPTION B



# CLERKS DEPARTMENT ADMINISTRATIVE ASSISTANT PART-TIME

*City of Stoughton*

**PAY GRADE: 2**

**FLSA: N**

**REPORTS TO: City Clerk**

**SUMMARY OF POSITION:**

The purpose of this position is to perform receptionist duties in City Hall, perform related clerical tasks as time permits, and back-up to the other part-time receptionist.

**DUTIES AND RESPONSIBILITIES:**

**Core Duties and Responsibilities** - The following duties are the primary duties of this position but do not compose an exclusive or all-encompassing list of duties. Other duties may be assigned or required to accomplish the main goals of this position.

- Answers in-coming telephone calls and routes to appropriate persons or department. Takes and relays messages. Determines when interruption of staff is required.
- Greets, directs and provides customer service to the public.
- Records and types a variety of reports, memos and other correspondence, interdepartmental reports, annual reports and other financial data as assigned .
- Provides a variety of information to visitors and caller's questions.
- Performs clerical tasks as directed. Tasks include: typing correspondence, memos, meeting minutes and agendas, lists, forms, and special projects as directed.
- Maintains miscellaneous city hall files, council packets, ordinances and resolutions.
- Tracks the coming and going of City staff (including lunch time, vacations, and sick time).
- Tabulates monthly postage & copier usage and journal costs to appropriate department
- Prepares meeting notices and minutes for several city committees, maintains city meeting room calendar and website calendar.
- Processes incoming and outgoing mail for City offices.

- Receives complaints/concerns or requests for service and determines the proper course of action to be taken.
- Requisitions office supplies, monitors inventory, and journals costs to appropriate departments.
- Responsible for the coordination of employee recognition and other City events as directed.
- Acts as a liaison between city residents and garbage disposal company. Distributes recycling bins and literature regarding recycling and garbage pickup.
- Maintains and updates recycling and rubbish information brochure.
- Maintains City Hall Notice Board and information for the public displayed on the front door of City Hall.
- Performs Notary Public duties.
- Assists with the preparing of absentee ballots, registers voters and assists with Election Day activities.
- Assists with updating policies and procedures manual.
- Assists with the preparing of Public Hearings.
- Assists with issuing City licenses.
- Prepares Accounts Payable invoices for entry into the Accounting Software.
- Responsible for the collation and distribution of Accounts Payable and Payroll vouchers.
- Answers inquiries from the public and others regarding property assessments, tax information and other City Treasury information.
- Assists with the preparation of tax bill mailing and collection
- All other duties as assigned.

#### **QUALIFICATIONS:**

The ability to perform the Core Duties and Additional Duties listed above and:

#### **Education/Training/Certifications**

- High School diploma or equivalent and two years responsible clerical experience including public contact, or any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- Receptionist and word processing experience preferred.

## **Language Skills**

- Ability to classify, compute and tabulate data and information, following a prescribed plan requiring the exercise of some judgment. Ability to compare, count, differentiate measure and sort information. Ability to assemble, copy, record and transcribe data and information.
- Ability to explain, demonstrate and clarify to others within well-established policies, procedures and standards, as well as the ability to follow specific instructions and respond to simple requests from others.
- Ability to utilize a wide variety of descriptive data and information, such as meeting minutes and agendas, messages, computer software operating manuals, drafts of correspondence, memos, lists, forms.
- Ability to communicate effectively with city employees, city hall visitors, Alderpersons, and the general public.
- Ability to prepare a variety of documents including letters and other correspondence, meeting minutes and notices, etc. using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.

## **Mathematical Skills**

- Ability to add, subtract, multiply, divide and calculate decimals and percents.

## **Judgment and Situational Reasoning Ability**

- Ability to use functional reasoning and apply rational judgment in performing diversified work activities.
- Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria, as opposed to criteria which are clearly measurable.

## **Physical and Mental Abilities Required to Perform Essential Position Functions:**

- Ability to operate office equipment and machinery requiring simple but continuous adjustments such as computer keyboard/typewriter, telephone, calculator/adding machine, photocopier and fax machine.
- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Ability to exert light physical effort in sedentary to light work.

**Environmental Adaptability:**

- Ability to work under generally safe and comfortable conditions where exposure to environmental factors may cause discomfort and poses a limited risk of injury.

**EQUAL OPPORTUNITY EMPLOYER:**

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