



## AMENDED OFFICIAL NOTICE AND AGENDA

Notice is hereby given that the Personnel Committee of the City of Stoughton, Wisconsin will hold a regular or special meeting as indicated on the date, time, and location given below.

Meeting of the:  
Date/Time:  
Location:

**Personnel Committee of the City of Stoughton**  
**Wednesday, September 13, 2023 @ 6:00 pm**  
**Stoughton Utilities - Ed Malinowski Boardroom**  
**600 S 4<sup>th</sup> Street, Stoughton, WI 53589**

Members:

Lisa Reeves (Chair), Brett Schumacher, Tom Majewski, Jonathan Schroerlucke  
Mayor Timothy Swadley (ex-officio member)

City Personnel:

Director Gillingham

- 1 Call to Order
- 2 Approval of the Monday, August 7, 2023 Personnel Meeting minutes
- 3 Communications
- 4 Discussion and possible action regarding reinstatement of Parks Machine Operator position and elimination of the Athletic Facilities Superintendent position.
- 5 Further Discussion and possible action regarding Circulation Supervisor position to move temporarily from 30 hours to up to 40 hours for the remainder of 2023
- 6 Discussion and possible action regarding Facilities Maintenance Specialist position description
- 7 Discussion and possible action regarding Finance Assistant Director position description
- 8 Discussion and possible action regarding City of Stoughton City Attorney Contact Policy (possibly delayed until next meeting)
- 9 Discussion and possible action regarding position description update policy
- 10 \*\* Discussion and possible action regarding position description update request
- 11 \*\* Discussion and possible action regarding market adjustment request
- 12 Future Agenda Items
  - Drug/Alcohol Policy Update – Post-accident/incident
  - Drug screens for new employees
  - Leadership Backup Plan Outline
  - Accrued Sick Leave for Retiring Employees – Sworn Police and City Staff
  - Disciplinary Action & Compensation
  - Uniforms Policy
  - Updates to Work Rules
- 13 Adjournment

\*\* May move to closed session per State Statute 19.85(1)(c) considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

**Any person wishing to attend the meeting, whom because of a disability, requires special accommodation, should contact the City Clerk's Office at (608) 873-6692 at least 24 hours before the scheduled meeting time so appropriate arrangements can be made. In addition, any person wishing to speak or have their comments heard but does not have access to the internet should also contact the City Clerk's Office at the number**

above at least 24 hours before the scheduled meeting so appropriate arrangements can be made.

**NOTE: AN EXPANDED MEETING MAY CONSTITUTE A QUORUM OF THE COUNCIL.**

## PERSONNEL COMMITTEE MEETING MINUTES

Monday, August 7, 2023 @ 6:00 pm

Ed Malinowski Boardroom

**Present:** Lisa Reeves (Chair), Brett Schumacher (Vice-Chair), Tom Majewski, Jonathan Schroerlucke, Mayor Swadley (ex-officio member), Director Gillingham

**Also attending:** Director Ehlinger

### 1. **CALL TO ORDER:**

Chair Reeves called the meeting to order at 6:00 p.m.

### 8. **Discussion and possible action regarding clarification of request made by the committee during closed session at June 5, 2023 meeting**

There was some discussion regarding a policy that would be more explicit as to who could contact a City Attorney if an employee does not agree with or is upset about their compensation or any other issues. Majewski stated that there should be a stricter policy regarding the chain of action with HR and the Mayor being the first contact. He further stated that there should be a policy that should have some language on what should be done if an employee is not doing their job. Specifically, if a Director is not following through with an employee in their department who is disgruntled before the employee contacts a City Lawyer and files an ethics complaint costing the City excessive amounts of money. Majewski stated that the policy should include verbiage stating an employee cannot contact a City attorney without approval. Director Ehlinger stated that there is a policy on the COS website which was old.

**HR was tasked with updating the “City of Stoughton City Attorney Contact Policy” and bringing it back to Personnel.**

### 2. **Approval of the minutes from the Monday, June 5, 2023 Personnel Meeting minutes**

**Motion to approve, Schumacher, Majewski second, Approved 4-0**

### 3. **Communications/Updates**

Director Gillingham gave the Committee members updates on:

- HR is in the midst of completing the annual vehicle audit to ensure we have the proper insurance coverage.
- Paperless – IT Dept helping with set up of paperless orientation
- Contacted several vendors regarding SDS storage. Working with IT to come up with our own system. They are supposed to be sent to HR. At this time some are on the City employee shared drive some are stored as hard copies.
- Hiring: Mandy Kreinz who was hired as FT Dispatcher decided she could not work the required late-night hours and has terminated her employment. We were in the process of hiring Jon Griner as a part-time dispatcher and he had been hoping to get full-time so we offered it to him and he accepted.
- PFC will be conducting interviews for Firefighters.
- Brian Erickson the City's Wastewater System Supervisor retired. In interviewing several candidates, we found that Kevin Hudson was the best fit for the position. He has 10+ years with the Utilities Dept.

### 4. **Discussion and possible action regarding Facilities Maintenance Specialist position description**

Director Gillingham stated that the Facilities Maintenance Specialist had expressed the desire to retire in December but had not as yet submitted a resignation letter. She stated that it would be

wise to start recruiting for a replacement while he is still here so that the new employee could shadow for a couple of months. Director Gillingham stated there would need to be some discussion with the Library to define what the role of the Facilities Maintenance Specialist would be there as the Library custodian will be retiring soon as well. Director Gillingham stated that the main change to the position description was the addition of supervision over the full-time and part-time Custodians. There would be no increase to the wage. **There were a couple of changes requested by the Committee. Reeves asked that those be made and then bring the position description back for approval at the next meeting but that the position could be posted as soon as a resignation was attained.**

**5. Discussion and possible action regarding Finance position description**

Director Gillingham stated that the Finance Dept. needs further staffing, specifically someone to stand in for Director Ehlinger when he is gone and assist him when he is there. There was some discussion regarding the funding for the position. Director Ehlinger put forth a potential funding plan for the position which includes money from receivables, a reduction in audit fees, and a small percentage from several TIDs and the shared ride service. (See attached spreadsheet). Director Gillingham stated that the pressure on that department is heavy and she did not want to end up in another situation like when Friedl had left. Director Ehlinger stated that succession planning is also something to think about when deciding whether to approve the position. Schumacher asked if the position would relieve some of the workload from other members of the department as well as the Director. Ehlinger said it would and further stated that he would like to hire sometime this year. Director Gillingham stated that they would like to have approval from the Personnel Committee to keep moving forward on this. Reeves stated she agreed with moving forward knowing the needs of the department. Majewski stated that he wants to be sure that there is a sustainable revenue stream that will support the position. There was some discussion regarding the position description. **A few changes to the position description were requested. Reeves asked that those be made and then the position description be brought back for approval at the next meeting.**

**6. Discussion and possible action Circulation Supervisor position to move temporarily from 30 hours to up to 40 hours for the remainder of 2023**

Director Gillingham stated that there had been some discussion with Director Ramsey regarding moving the Circulation Supervisor's hours temporarily from 30 hours to up to 40 hours for the remainder of 2023. She further stated that via email the Circulation Supervisor had stated that she wasn't sure what the Library Director wanted her to work on with those extra hours (although she could work on a project) and that she thought it might be very stressful to then move to 40 hours a week and then back to 30 hours a week at the beginning of the year. Director Gillingham stated that she found that to be concerning. There was some discussion regarding what the duties of the position were. Majewski stated that he didn't think they should be giving more hours to an employee who has stated she doesn't know what she's going to do with them. Director Gillingham asked if she should still write a contract for the position to temporarily move to 40 hours for the rest of the year. Reeves stated that based on the information brought to the committee she would not approve. Majewski stated that there was no demonstrated need, even further, she doesn't even know what she would do with the extra time allotted. He stated he would not approve.

**7. \*\*Discussion and possible action regarding Emergency Services additional funding**

**Moved to closed at 7:05 pm Chair Reeves read the closed session statement:**

\*\* May move to closed session per State Statute 19.85(1)(c) considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

**Moved to open session 7:20 pm**

**Director Gillingham was told to move forward with a position description.**

**Motion to approve moving forward, Majewski, Schumacher second, Approved 4-0**

**9. Clarification of Personnel Committee vs Ethics Board**

Chair Reeves stated that she had requested this information and did receive some information via the Mayor who obtained it from Attorney Zach. She stated that her question is when does Personnel get involved if there is an ethics violation claim. Majewski stated that someone from the Personnel Committee should be on the Ethics Board. He further stated that he found it wrong for a claim to be over an employee's head for so long without a decision and wondered how the employee could even function in their role. Majewski asked what the qualifications were to be on the Ethics Board. The mayor stated that there were none. Majewski stated that we should add to the policy that Personnel committee members must be included in the Ethics Board. Schroerlucke stated that all steps should be documented in the policy. Majewski stated that if the Ethics Board says there's nothing there, what's to stop this employee from making more allegations? He also stated this could be considered could be seen as defamation or libel. He added that even if found innocent of those allegations – what about the impugning of someone's reputation? Schroerlucke stated that there was no arbitration used during this process which makes it very one-sided. Majewski stated that he wants to see this process pulled completely apart and put back together correctly. Schumacher agreed and stated if it is not corrected someone else will do it again in the future.

**10. Future Agenda Items**

Additions or changes to future agenda items written in red:

- Leadership Backup Plan
- Accrued Sick Leave for Retiring Employee – Sworn Police and City Staff
- Disciplinary Action & Compensation
- Uniforms
- Updates to Work Rules

**11. Motion to adjourn, Schumacher, Schroerlucke second. All in Favor 4-0. Meeting adjourned 8:11 pm.**

**City of Stoughton**  
**Assistant Finance Director potential funding sources**  
**August 7, 2023**

Description	Percent Allocation	Type
EMS receivables	15%	Fewer receivables written off due to age
Municipal court receivables	15%	Collection of past due receivables
Capital asset activity - general	10%	Reduction in audit fees - fixed asset register
Shared Ride Services	5%	State grant / supplemental shared revenue
TID #6 - capital asset activity	3%	Asset tracking and IRS arbitrage calculations
TID #7 - capital asset activity	3%	Asset tracking and IRS arbitrage calculations
TID #8 - capital asset activity	3%	Asset tracking and IRS arbitrage calculations
TID #9 - capital asset activity	3%	Asset tracking and IRS arbitrage calculations
TID #10 - capital asset activity	3%	Asset tracking and IRS arbitrage calculations
Subtotal	60%	
Tax levy	40%	
Grand total	100%	

# PUBLIC WORKS DEPARTMENT

## PARKS MAINTENANCE

### MACHINE OPERATOR



**SALARY RANGE:**

**PAYGRADE: 7**

**FLSA: Non-Exempt/Hourly**

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

Under the direction of the Parks Maintenance Supervisor, the Parks Maintenance Machine Operator performs functions necessary for the maintenance of the City's parks, greenways, buildings, grounds, and park facilities.

The purpose of positions in this classification is to operate a variety of heavy and light equipment to perform maintenance and repair tasks for the City of Stoughton parks system, snow and ice removal, and may assist other City divisions or departments as necessary to provide a quality service to the residents of Stoughton.

#### **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 and responsibilities of this position.

- Maintain the parks system, including but not limited to, park buildings, structures, trails, playground equipment, conservancy areas, recreation & aquatic facilities.
- Care for trees, shrubs, flowers, and turf within the parks and other municipal buildings as assigned.
- Participates in Streets plowing/salting operations and will have an assigned plow route.
- Maintain athletic field facilities including field layout and painting.
- Perform semi-skilled work involving concrete, carpentry, plumbing, painting and basic low voltage electrical.
- Operates a variety of machines such as, but not limited to, dump trucks over 26,000 G.V.W., aerial bucket truck, end loaders, motor grader, backhoe, skid steer, jack hammers, cutting torches, welder, vibrating roller, various mowers, tractors, stump grinder, chainsaw, brush chipper, painting machine, snow removal equipment, (i.e. plow truck with wing and sander, heavy duty snow blower), small dump body, utility vehicles, bat wing mowers, turf aerator, sprayer.
- Operates chainsaw, string line trimmer, walk-behind mower, sod cutter, edger, field maintenance equipment, paint striping machines, hedge trimmer, carpentry tools, and other hand tools.
- Cleans and repairs parks facilities including, but not limited to restrooms, open air

shelters, playgrounds, signs, and other city owned properties.

- Assist with opening & closing of parks and recreation and facilities including but not limited to the park shelters, Troll Beach, splash pad, and irrigation system.
- Collects and disposes of garbage from parks, parking lots, and greenways.
- Removal and trimming of trees within city right-away, parks and other city owned properties. Including cutting, chipping and removal of trees, brush and yard waste.
- Perform light mechanical work on mowers and small engines, as well as various other equipment.
- Maintain winter ice skating rink.
- Performs routine equipment maintenance tasks as directed such as fueling, checking fluid levels, replacing belts and filters, changing oil and greasing chassis. Repairing and changing tires. Making new hydraulic hoses, etc.
- Provide necessary work oversight to seasonal and limited term employees
- Participates in on-going equipment and safety training.
- Assists in recommending on site operational changes.
- Prepares work sites. Erects warning signs and secures area. Maintains knowledge of and implements safety procedures according to MUTCD.
- Participates in the on-call rotation and must be available to respond during emergencies.
- Completes and maintains work orders and time sheets.
- May assist mechanic with machinery maintenance.
- Perform building repairs and maintenance.
- Perform concrete flat work.

#### **Additional Duties and Responsibilities -**

**While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.**

- Assists other City departments, as needed.
- Assist streets with brush and leaf collection operations.
- Removes potential hazards, dead animals, etc.
- Notifies digger's hotline of digging operations.
- General Landscaping at various city facilities.
- Install/remove City piers (spring and fall).
- Ability to work with a variety of carpentry, cement and other hand tools required for jobs.

#### **QUALIFICATIONS:**

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

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

- High school diploma with preference given to the candidates who possess one or more of the following: prior experience in machine operation, vocational/technical training in parks or general facility or equipment maintenance, one to two years heavy equipment operating experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- Certification in CPR and first aid preferred or will be required to be obtained after hire.
- A valid operator's license and Commercial Driver's license class B, C, D with air brakes, tanker and trailer certification endorsements required at hire.



### **Language Ability and Interpersonal 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 variety of advisory data and information, such as work orders, grade sheets, hazardous materials lists, safety manuals and procedures, constructions specifications, blueprints, equipment operating manuals, time sheets, maps, vehicle logs, accident reports, technical operating manuals, procedures and guidelines.
- Ability to communicate effectively with customers, Department personnel, law enforcement personnel, contractors, tree trimmers and other city employees.
- Ability to help and teach seasonal workers with various duties.
- Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to established criteria/standards.

### **Mathematical Skills**

- Requires the ability to perform addition, subtraction, multiplication and division; and to calculate percentages and decimals.

### **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.
- Ability to recognize and identify degrees of similarities or differences between characteristics of colors, forms, sounds and textures associated with job-related objects, materials and ingredients.

### **Physical Abilities**

- Ability to operate equipment and machinery requiring monitoring multiple conditions and making multiple, complex and rapid adjustments, such as motor grader loaders, backhoes, dump truck with plows, sanders and wings, street sweepers, truck mounted leaf vacuum, skid steer, tractors, stump grinder grubber, common mechanic's hand tools, transit, chain saw, brush chipper, welder, cutting torches, jack hammers, air tools, hydraulic jack, grinder, and other equipment as needed in job performance.
- Ability to perform routine repairs on complex equipment and machinery.
- Ability to coordinate eyes, hands, feet and limbs in performing highly skilled movements involved in repair and maintenance tasks.
- Ability to exert heavy physical effort in moderate to heavy work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, and lifting, carrying, pushing, and pulling over 50 pounds.

**TYPICAL WORK ENVIRONMENT:**

- Ability to work under mildly unsafe and uncomfortable conditions where exposure to environmental factors such as temperature variations, odors, toxic agents, noise, vibrations, wetness, electrical currents, machinery, disease and/or dust may cause discomfort and where there is a risk of injury.

**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.*



# CITY OF STOUGHTON

## PLANNING DEPARTMENT

### *Facilities Maintenance Specialist*

**REPORTS TO:** Planning Director

**PAY GRADE:**

**FLSA:** N

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

The purpose of this position is to perform building and grounds maintenance and repair at City office buildings. This position requires the ability to evaluate many ~~building-related~~building-related issues and work independently and efficiently to address them.

#### **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 maintenance and minor repair functions in City buildings; develops and follows a preventive maintenance schedule for buildings and equipment; maintains a variety of equipment including heating and air conditioning systems; identifies and recommends the need for major repairs.
- Performs minor remodeling on buildings; paints offices, buildings, and other areas.
- Assist Public Works with Troll Beach and Splash Pad systems.
- Proactive approach to building maintenance and building cleanliness.
- Prepares project specifications for contract work within City buildings and monitors the work of contractors; checks the quality of janitorial and building services performed by contractorscustodial staff; follows up as needed. Coordinates and monitors contracted services provided for HVAC systems, fire alarm/extinguisher systems, carbon monoxide detectors, electronic door control system, elevators, etc. Monitors, programs, and manages digital heating and cooling control system for reliability and efficiency.
- Supervise custodial~~h~~ staff.
- Maintain building maintenance supply inventory including janitorial, bathroom, light bulbs, etc. Order supplies as necessary to keep adequate supply.
- Obtain Safety Data Sheets for all products purchased and provide to the

HR/Risk Management office for record-keeping requirements.

- Process invoices for department purchases for review by the Director.
- Develop, implement and utilize a [lock-out/tag-out](#) procedure for building equipment.
- [Ability to investigate why something is not working and determine whether it can be repaired in-house or if specialized repair is necessary.](#)
- [Use computers and other office machines for data entry.](#)

### **Additional Tasks and Responsibilities**

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Answers phones; provides assistance to visitors, etc.

### **QUALIFICATIONS:**

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

### **EDUCATION/TRAINING/CERTIFICATIONS**

- High school diploma or equivalent with vocational/technical training in Mechanical Maintenance or a related field and three years of building maintenance experience or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

### **NECESSARY KNOWLEDGE SKILLS AND ABILITIES**

#### **Language Ability and Interpersonal Communication**

- Requires the ability to process, calculate, compute, summate, and/or tabulate data and/or information. Includes the ability to perform subsequent action in relation to these computational operations.
- Requires the ability to provide guidance, assistance and/or interpretation to others, such as co-workers and the public, on how to apply policies, procedures and standards to specific situations.
- Requires the ability to utilize a variety of reference, descriptive and/or advisory data and information such as invoices, request forms, product literature, reports, [timesheets](#), schematics, equipment manuals, procedures, guidelines, and non-routine correspondence.
- Ability to communicate effectively with the supervisor, co-workers, sales representatives, Department Heads, contractors and the public.
- Mechanical and repair aptitude to allow for efficient repairs without needing to call specialist for all activities.
- Ability to work independently using good judgement and appropriate safety equipment and protocols.

## **Judgment and Situational Reasoning Ability**

- Requires the ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic, or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objective.
- Requires the ability to exercise the judgment, decisiveness, and creativity required in situations involving the evaluation of information against measurable or verifiable criteria.
- Attention to detail to maintain City Buildings. Quickly assess process to remedy situations and implement plan.

## **Physical Requirements**

- Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery, and tools such as ~~a computer and other office machines~~, heating and cooling equipment, hand and power tools, and/or related materials used in performing essential functions.
- Requires the ability to coordinate eyes, hands, feet, and limbs in performing movements requiring skill and training, such as maintaining equipment.
- Tasks involve the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, and lifting, carrying, pushing, and pulling moderately heavy objects and materials, to fifty pounds.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes, and sounds associated with job-related objects, materials, and tasks.
- Requires the regular use of ladders and stairs, and ability to work in elevated positions

## **Environmental Adaptability**

- Ability to work under conditions that require exposure to environmental factors such as temperature and noise extremes, machinery, or electrical currents. This exposure may cause some discomfort and present a risk of injury.

**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.*

**ACKNOWLEDGEMENT:**

All requirements of the described position are subject to change over time. The employee may be required to perform other duties as requested by the City.

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job.

Printed Name: \_\_\_\_\_

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



# CITY OF STOUGHTON

## FINANCE DEPARTMENT

### Assistant Finance Director

**REPORTS TO:** Finance Director

**PAY GRADE:**

**FLSA: N**

### **SUMMARY OF POSITION**

The position assists in the overall operating-operation of the Finance Department, which includes accounting for daily activity, capital assets and related debt, grant administration, assist in preparing the annual budget, and assist other departments in accounts receivable management.

### **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.

- Responsible for the balancing and reconciliation of assigned areas of the general ledger, including subsidiary ledgers maintained by other departments or vendors. Responsible for researching and resolving discrepancies.
- Coordinates complex accounting projects and initiatives with other members of the Finance Department or with other departments.
- Assist the **Director of Finance/Comptroller** in the creation of the annual five-year Capital Improvement Plan (CIP) in cooperation with all departments in the City. Coding of construction vendor invoices after approved for payment by the appropriate department(s). Working with outside audit firm with any questions related to capital assets.
- Works with the departments and **Director of Finance/Comptroller** to develop annual budget carryforward requests for applicable Capital Improvement Plan items.
- Update the DebtBook software to ensure that the related database ties out to the general ledger in relation to outstanding debt. Ensure that documentation in DebtBook is current in relation to lease activity (GASB 87) and Subscription-Based Information Technology Arrangements (GASB 96).
- Performs grant administration; verifies and ensures compliance with relevant regulations and requirements; assists departments with periodic reports to granting agencies; create accrual entries for grant activity and track related receivables; submit required documentation to outside audit firm in relation to preparation of Schedule of Federal Appropriations (SEFA).

- Assist **the Director of Finance/Comptroller** in preparing budget documentation for the Mayor, Committee of the Whole, other departments and/or public as requested.
- Monitors budget for assigned departments and projects; determines if funds are available and expenditures are properly classified; researches and analyzes transactions to resolve budget problems.
- **Assist the Director of Finance/Comptroller in working with the various actuarial firms for GASB 73 and GASB 75 reporting.**
- Assist the City Treasurer with property tax collections process during December and January.
- Attend and, as needed, conduct meetings (RDA, Housing Authority, Finance, and Council) when assigned.

## **QUALIFICATIONS**

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

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

- Bachelor's degree in finance, accounting, public administration or business administration with three (3) years of progressively responsible governmental accounting or finance experience. Equivalent combination of education and experience which provides necessary knowledge, skills and abilities may be considered., treasury, accounting or purchasing.

### **Language Skills**

- 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, assemble, copy, record, and transcribe data and information. Ability to classify, compute and tabulate data.
- ~~Ability to persuade, convince, and/or train others., including the~~
- ~~A~~ability to act in a lead worker capacity.
- Ability to advise and interpret how to apply policies, procedures and standards to specific situations.
- Ability to utilize a variety of advisory data and information such as financial statements, tax bills, bank statements, tax payment records, annual budget, budget reports, job applications, daily receipts, balance sheets, journal entries, computer software operating manuals, tax collection manual, State statutes, procedures, guidelines and non-routine correspondence.
- Ability to communicate orally and in writing with City of Stoughton staff, residents and vendors.

### **Mathematical Skills**

- Ability to calculate and understand percentages, fractions, decimals, interest, discount, and ratios.



## **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 a variety of office equipment including ~~computer-terminal, typewriter,~~ telephone, fax machine, calculator/adding machine and photocopier.
- 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, but which may involve some lifting, carrying, pushing and pulling.
- Ability to sustain prolonged visual concentration.

## **Environmental Adaptability**

- Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as repetitive computer keyboard use, irate individuals and intimidation may cause discomfort and poses a limited risk of injury.

**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.*

**ACKNOWLEDGEMENT:**

All requirements of the described position are subject to change over time. The employee may be required to perform other duties as requested by the City.

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job.

Printed Name: \_\_\_\_\_

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