

**City of Stoughton  
Position Description**

**Name:** \_\_\_\_\_ **Department:** Administrative Services

**Position Title** Admin Assist (Part-Time) **Pay Grade:** \_\_\_\_\_ **FLSA:** N

**Date:** April 2015 **Reports To:** Finance/Admin Services Director

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**Purpose 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.

**Essential Duties and Responsibilities**

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

- 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, 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.

## **City of Stoughton Position Description**

## **Receptionist**

- 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.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

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.

### **Physical and Mental Abilities Required to Perform Essential Job Functions**

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

- 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.

**City of Stoughton**  
**Position Description**

**Receptionist**

- 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.

**Physical Requirements**

- Ability to operate a variety of office equipment including personal computer, typewriter, Dictaphone, photocopier, fax machine, multi-line telephone, postage meter, etc. requiring simple but continuous adjustments.
- 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.

**Mathematical Ability**

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

**Judgment and Situational Reasoning Ability**

- Ability to use functional reasoning in performing semi-routine functions involving standardized work with some choice of action.
- Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable criteria.

**Environmental Adaptability**

- Ability to work under generally safe and comfortable conditions where exposure to environmental factors poses little to no risk of injury.

The City of Stoughton is an Equal Opportunity Employer. In compliance with the American with Disabilities Action, 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.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Council approved: ~~4-13-04~~ ~~March 10, 2009~~ April 2015

**City of Stoughton  
Position Description**

**Name:** \_\_\_\_\_ **Department:** Administrative Services

**Position Title** Admin Assist (Part-Time) **Pay Grade:** \_\_\_\_\_ **FLSA:** N

**Date:** April 2015 **Reports To:** Finance/Admin Services Director

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**Purpose 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.

**Essential Duties and Responsibilities**

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

- 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, 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.

**City of Stoughton**  
**Position Description**

**Receptionist**

- 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.

**Minimum Training and Experience Required to Perform Essential Job Functions**

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.

**Physical and Mental Abilities Required to Perform Essential Job Functions**

**Language Ability and Interpersonal Communication**

- 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.

**City of Stoughton**  
**Position Description**

**Receptionist**

- 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.

**Physical Requirements**

- Ability to operate a variety of office equipment including personal computer, typewriter, Dictaphone, photocopier, fax machine, multi-line telephone, postage meter, etc. requiring simple but continuous adjustments.
- 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.

**Mathematical Ability**

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

**Judgment and Situational Reasoning Ability**

- Ability to use functional reasoning in performing semi-routine functions involving standardized work with some choice of action.
- Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable criteria.

**Environmental Adaptability**

- Ability to work under generally safe and comfortable conditions where exposure to environmental factors poses little to no risk of injury.

The City of Stoughton is an Equal Opportunity Employer. In compliance with the American with Disabilities Action, 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.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Council approved: ~~4-13-04~~ ~~March 10, 2009~~ April 2015

**City of Stoughton  
Position Description**

**City Clerk**

City of Stoughton  
Position Description

**Name:**  
**Position Title:** City Clerk  
**Date:** April 2015

**Department:** Administrative Services  
**Pay Grade:** FLSA: N  
**Reports To:** Finance/Admin Services Dir

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**Purpose 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.

**Essential Duties and Responsibilities**

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

- Performs all statutory duties of the Municipal Clerk
- 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
- Coordinates and administers the processing of all required City licenses
- 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.

**City of Stoughton**  
**Position Description**

**City Clerk**

- 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 Public Safety.

**Minimum Training and Experience Required to Perform Essential Job Functions**

- 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.

**Physical and Mental Abilities Required to Perform Essential Job Functions**

Language Ability and Interpersonal Communication

- 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 Ability

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



**City of Stoughton  
Position Description**

**City Clerk**

- Ability to interpret descriptive statistical reports.

Judgment and Situational Reasoning Ability

- 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.

Physical Requirements

- 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

- Ability to work under generally safe and comfortable office conditions where exposure to irate individuals may cause discomfort and poses possible risk of injury.

The City of Stoughton 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.

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EMPLOYEE SIGNATURE

DATE

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SUPERVISOR SIGNATURE

DATE

**Council Approved**

**City of Stoughton  
Position Description**

**City Clerk**

City of Stoughton  
Position Description

**Name:**  
**Position Title:** City Clerk  
**Date:** April 2015

**Department:** Administrative Services  
**Pay Grade:** FLSA: N  
**Reports To:** Finance/Admin Services Dir

---

**Purpose 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.

**Essential Duties and Responsibilities**

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

- Performs all statutory duties of the Municipal Clerk
- 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
- Coordinates and administers the processing of all required City licenses
- 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
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**City of Stoughton**  
**Position Description**

**City Clerk**

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- Maintains all contract files
- Staff person to Council and Committee of the Whole, CA/CP and Public Safety.

**Minimum Training and Experience Required to Perform Essential Job Functions**

- 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.

**Physical and Mental Abilities Required to Perform Essential Job Functions**

Language Ability and Interpersonal Communication

- 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 Ability

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

**City of Stoughton**  
**Position Description**

**City Clerk**

- Ability to interpret descriptive statistical reports.

Judgment and Situational Reasoning Ability

- 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.

Physical Requirements

- 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

- Ability to work under generally safe and comfortable office conditions where exposure to irate individuals may cause discomfort and poses possible risk of injury.

The City of Stoughton 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.

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EMPLOYEE SIGNATURE

DATE

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SUPERVISOR SIGNATURE

DATE

**Council Approved**

**City of Stoughton  
Position Description**

**Deputy Clerk**

**City of Stoughton  
Position Description**

**Name:**

**Department:** Administrative Services

**Position Title:** Deputy City Clerk

**Pay Grade:** FL SA: N

**Date:** April 2015

**Reports To:** Finance/Administrative Services Director

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**Purpose 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 Director tasks in his/her absence.

**Essential Duties and Responsibilities**

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

- Assists with-voter registration records.
- Maintains all election information in the SVRS 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, electrical contractors 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

**City of Stoughton**  
**Position Description**

**Deputy Clerk**

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

**Minimum Training and Experience Required to Perform Essential Job Functions**

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.

**Physical and Mental Abilities Required to Perform Essential Job Functions**

Language Ability and Interpersonal Communication

- 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

**City of Stoughton**  
**Position Description**

**Deputy Clerk**

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 Ability

- Ability to calculate percentages, fractions, decimals. 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 measurable criteria.

Physical Requirements

- 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 safe and comfortable conditions where exposure to environmental factors poses little to no risk of injury.

The City of Stoughton 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.

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Employee's Signature

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Supervisor's Signature

**City of Stoughton**  
**Position Description**

**Deputy Clerk**

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Date

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Date

Council Approved: October 2013



**City of Stoughton  
Position Description**

**Deputy Clerk**

**City of Stoughton  
Position Description**

**Name:**

**Department:** Administrative Services

**Position Title:** Deputy City Clerk

**Pay Grade:** FL SA: N

**Date:** April 2015

**Reports To:** Finance/Administrative Services Director

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**Purpose 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 Director tasks in his/her absence.

**Essential Duties and Responsibilities**

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

- Assists with-voter registration records.
- Maintains all election information in the SVRS 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, electrical contractors 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

**City of Stoughton  
Position Description**

**Deputy Clerk**

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

**Minimum Training and Experience Required to Perform Essential Job Functions**

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.

**Physical and Mental Abilities Required to Perform Essential Job Functions**

Language Ability and Interpersonal Communication

- 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

**City of Stoughton**  
**Position Description**

**Deputy Clerk**

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 Ability

- Ability to calculate percentages, fractions, decimals. 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 measurable criteria.

Physical Requirements

- 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 safe and comfortable conditions where exposure to environmental factors poses little to no risk of injury.

The City of Stoughton 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.

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Employee's Signature

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Supervisor's Signature

**City of Stoughton**  
**Position Description**

**Deputy Clerk**

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Date

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Date

Council Approved: October 2013

**City of Stoughton  
Position Description**

<b>Name:</b>		<b>Department:</b>	<b>Finance</b>
<b>Position Title:</b>	Deputy Treasurer	<b>Pay Grade:</b>	<b>FLSA: N</b>
<b>Date:</b>	April 2015	<b>Reports To:</b>	Finance Director/ Administrative Services Dir.

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**Purpose of Position**

The purpose of this position, appointed under State Statute 63.09(a)(F) and according to City hiring policies, is to assist the Finance Director/Treasurer by performing accounting tasks and providing administrative support to the Finance Director/Treasurer, performs Treasurer statutory duties in the absence of the Finance Director/Treasurer or as directed by the Finance Director/Treasurer.

**Essential Duties and Responsibilities**

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

- Assists the Finance Director as support staff as directed. Attends City Council, committee and staff meetings in the absence of the Finance Director.
- Provides staff clerical services to the Finance Committee
- Receives all monies receipted to the City and verifies amounts. Prepares daily bank deposits, reconciles cash drawer and receipts in-coming funds. Reviews and verifies and/or assigns account numbers to in-coming funds
- Maintains manual spreadsheets as requested by Finance Director.
- Reconciles monthly bank statements for the City. Transfer monies between funds to insure adequate monthly balances. Monitor general fund checking account for appropriate deposits and withdrawals.
- Assists in budget preparation, research and reporting to departments regarding accounting information. Creates budget worksheets. Prepares personnel budget spreadsheet.
- Monitors long term debt service payment spreadsheets for principal and interest amounts. Coordinates timely debt service wire payments.
- Issues quarterly payment reminders for room tax and monitors collections.
- Creates and maintains capital project spreadsheets including monthly balancing of all expenditures.
- Maintains fixed assets spreadsheets.
- Prepares tax bill mailing. Collects tax payments, refunds overpayments of taxes, balances tax collections, and prepares tax collection reports.
- Answers inquiries from the public and others regarding property assessments, real estate and personal property tax information and other City treasury information.
- Prepares delinquent personal property tax reports. Maintains delinquency information until collection. Reviews

**City of Stoughton**  
**Position Description**

**Deputy Treasurer**

delinquency information and reports to Finance Director. Initiates and prepares Personal Property chargeback's to other taxing jurisdictions and collects payments for same.

- Compiles personal property deletion information. Assists assessor with personal property deletion and supporting documentation. Relays deletion information to Finance Director.
- Reviews payroll register for accuracy. Maintains and updates payroll records. Creates and edits direct deposit information for current and new employees.
- Reviews and assists with entering all new employee information into payroll system. Reviews withholding, retirement, payroll deductions and benefits for accuracy.
- Reconcile all wage and benefit accounts in the general ledger.
- Calculates vacation accrual schedules, imputed income and longevity payments for all eligible City employees. Calculates payouts for employee terminations.
- Provides backup and assistance for payroll processing
- Verify direct deposit information. Initiate batch upload to bank. Maintain Direct Deposit files in database.
- Prepares monthly financial reports for Department Heads. Prepares monthly financial reports for multiple volunteer organizations. Prepares other reports as requested.
- Provides Taxi Service with grant application materials. Receives completed spreadsheet and compiles necessary information for submission of the taxi grant application.
- Provides backup to the Department as needed and all other duties as assigned.

**Minimum Training and Experience Required to Perform Essential Job Functions**

High school diploma or equivalent, vocational/technical training in secretarial and accounting skills, three to five years secretarial/accounting experience, experience with website management, Microsoft office, software applications or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

**Physical and Mental Abilities Required to Perform Essential Job Functions**

**Language Ability and Interpersonal Communication**

- 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 and record and transcribe data and information. Ability to classify, compute and tabulate data.
- Ability to persuade, convince, and/or train others, including the 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 Mayor, Finance Director/Treasurer, Assessors, tax payers, City

**City of Stoughton**  
**Position Description**

**Deputy Treasurer**

Council and City staff.

**Mathematical Ability**

- 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 Requirements**

- 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.

The City of Stoughton is an Equal Opportunity Employer. In compliance with the American 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.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Personnel approved ~~9-24-01~~ ~~January 8, 2008~~ ~~March 10, 2009~~

**City of Stoughton  
Position Description**

<b>Name:</b>		<b>Department:</b>	<b>Finance</b>
<b>Position Title:</b>	Deputy Treasurer	<b>Pay Grade:</b>	<b>FLSA: N</b>
<b>Date:</b>	April 2015	<b>Reports To:</b>	Finance Director/ Administrative Services Dir.

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**Purpose of Position**

The purpose of this position, appointed under State Statute 63.09(a)(F) and according to City hiring policies, is to assist the Finance Director/Treasurer by performing accounting tasks and providing administrative support to the Finance Director/Treasurer, performs Treasurer statutory duties in the absence of the Finance Director/Treasurer or as directed by the Finance Director/Treasurer.

**Essential Duties and Responsibilities**

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

- Assists the Finance Director as support staff as directed. Attends City Council, committee and staff meetings in the absence of the Finance Director.
- Provides staff clerical services to the Finance Committee
- Receives all monies receipted to the City and verifies amounts. Prepares daily bank deposits, reconciles cash drawer and receipts in-coming funds. Reviews and verifies and/or assigns account numbers to in-coming funds
- Maintains manual spreadsheets as requested by Finance Director.
- Reconciles monthly bank statements for the City. Transfer monies between funds to insure adequate monthly balances. Monitor general fund checking account for appropriate deposits and withdrawals.
- Assists in budget preparation, research and reporting to departments regarding accounting information. Creates budget worksheets. Prepares personnel budget spreadsheet.
- Monitors long term debt service payment spreadsheets for principal and interest amounts. Coordinates timely debt service wire payments.
- Issues quarterly payment reminders for room tax and monitors collections.
- Creates and maintains capital project spreadsheets including monthly balancing of all expenditures.
- Maintains fixed assets spreadsheets.
- Prepares tax bill mailing. Collects tax payments, refunds overpayments of taxes, balances tax collections, and prepares tax collection reports.
- Answers inquiries from the public and others regarding property assessments, real estate and personal property tax information and other City treasury information.
- Prepares delinquent personal property tax reports. Maintains delinquency information until collection. Reviews



## City of Stoughton Position Description

## Deputy Treasurer

delinquency information and reports to Finance Director. Initiates and prepares Personal Property chargeback's to other taxing jurisdictions and collects payments for same.

- Compiles personal property deletion information. Assists assessor with personal property deletion and supporting documentation. Relays deletion information to Finance Director.
- Reviews payroll register for accuracy. Maintains and updates payroll records. Creates and edits direct deposit information for current and new employees.
- Reviews and assists with entering all new employee information into payroll system. Reviews withholding, retirement, payroll deductions and benefits for accuracy.
- Reconcile all wage and benefit accounts in the general ledger.
- Calculates vacation accrual schedules, imputed income and longevity payments for all eligible City employees. Calculates payouts for employee terminations.
- Provides backup and assistance for payroll processing
- Verify direct deposit information. Initiate batch upload to bank. Maintain Direct Deposit files in database.
- Prepares monthly financial reports for Department Heads. Prepares monthly financial reports for multiple volunteer organizations. Prepares other reports as requested.
- ~~• Prepares forms for bid openings. Attends bid openings and records all information.~~
- ~~• Prepares periodic reporting of dog licenses for County. Balances license sales and prepares adjusting journal entries.~~
- Provides Taxi Service with grant application materials. Receives completed spreadsheet and compiles necessary information for submission of the taxi grant application.
- Provides backup to the Department as needed and all other duties as assigned.

## Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent, vocational/technical training in secretarial and accounting skills, three to five years secretarial/accounting experience, experience with website management, Microsoft office, software applications or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

## Physical and Mental Abilities Required to Perform Essential Job Functions

### Language Ability and Interpersonal Communication

- 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 and record and transcribe data and information. Ability to classify, compute and tabulate data.
- Ability to persuade, convince, and/or train others, including the 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,

**City of Stoughton**  
**Position Description**

**Deputy Treasurer**

computer software operating manuals, tax collection manual, State statutes, procedures, guidelines and non-routine correspondence.

- Ability to communicate orally and in writing with Mayor, Finance Director/Treasurer, Assessors, tax payers, City Council and City staff.

**Mathematical Ability**

- 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 Requirements**

- 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.

The City of Stoughton is an Equal Opportunity Employer. In compliance with the American 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.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Personnel approved ~~9-24-01 January 8, 2008~~ March 10, 2009

**City of Stoughton  
Position Description**

<b>Name:</b>		<b>Department:</b>	Finance
<b>Position Title:</b>	Finance Accounting Specialist	<b>Pay Grade:</b>	<b>FLSA:</b> N
<b>Date:</b>	April 2015	<b>Reports To:</b>	Finance/Admin Services Director

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**Purpose of Position**

The purpose of this position is to process accounts payable, accounts receivable, journal entries, special assessments for public work projects and other accounting functions and to perform customer service and assigned clerical tasks for the Administrative Services Department.

**Essential Duties and Responsibilities**

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

- Verify Accounts Payable information. Initiate Positive Pay batch upload to bank.
- Reviews expense reports for budget discrepancies. Prepares over-budget reports and distributes to Department Heads.
- Reviews monthly general ledger balances and prepares adjusting journal entries.
- Point of contact for department heads regarding financial statements, budgets and expense reconciliation.
- Process and reconcile weekly health, dental and prescription drug insurance claim billings, including Utilities. Reconcile to general ledger.
- Answers inquiries from other departments regarding invoices, statements and payments made or pending; consults with vendors regarding problems and questions.
- Maintain accurate vendor information in the accounts payable system.
- Determines which vendors require IRS reporting through a 1099.
- Administer the purchase card program.
- Administer Fuel card program. Liaison between city employee fuel card holder and company.
- Process delinquent utilities for tax roll.
- Prepares correspondence and preliminary and final billing statements for special assessments. Maintains special assessment program, i.e. new assessments, payments, etc. Reconcile general ledger to special assessment program.
- Prepares and reconciles Special and delinquent charges and assessments for Tax Roll.
- Provides staff clerical services to the RDA Committee.
- Enters financial data as requested by Finance Director and auditors into computer including monthly entries and end-

**City of Stoughton**  
**Position Description**

**Finance Accounting Specialist**

of –year auditor’s adjusting journal entries.

- Assist Finance Director with monthly account reconciliation, processing of journal entries, and annual audit preparation.
- Processes and reconciles accounts receivable.
- Coordinates CDBG home improvement loan program.
- Types reports, letters, forms and correspondence from written and oral instruction; prepares reports from account data as requested; prepares and submits monthly Sales Tax reports. Performs other clerical tasks as directed by the Finance Director.
- Reviews and verifies and/or assigns account numbers to in-coming funds.
- Inputs cash receipts and runs balancing reports.
- Provides back-up for preparing daily bank deposits.
- Provides back-up for Accounts Payable processing.
- Collects and process tax payments and runs balancing reports.
- Performs customer service to visitors as required. Provides information to questions or refers to appropriate person or agency. Directs visitors.
- Answers inquiries from the public and others regarding property assessments, tax information and other City treasury information.
- Provides backup to Administrative Services Department as needed and all other duties as assigned.

**Minimum Training and Experience Required to Perform Essential Job Functions**

- High school diploma or equivalent with vocational/technical training in accounting with two years of accounting/bookkeeping experience or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Position requires a Wisconsin Notary Public.

**Physical and Mental Abilities Required to Perform Essential Job Functions**

**Language Ability and Interpersonal Communication**

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Requires the ability to explain, demonstrate and clarify to others within well-established policies, procedures and standards. Ability to follow specific instructions and respond to simple requests from others.
- Requires the ability to utilize a variety of reference, descriptive and/or advisory data and information such as invoices and purchase orders, financial statements and reports, budget comparison reports, technical operating manuals, procedures, guidelines and routine correspondence.

**City of Stoughton**  
**Position Description**

**Finance Accounting Specialist**

- Ability to communicate effectively with supervisor, other departments, vendors, Mayor and Finance Director, co-workers and the public.

**Mathematical Ability**

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

**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 judgement to adopt or modify methods and standards to meet variations in assigned objective. Requires the ability to exercise the judgement, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria.

**Physical Requirements**

- Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as a computer and other office machines, and/or materials used in performing essential function.
- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Tasks involve ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten 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.

**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.

The City of Stoughton is an Equal Opportunity Employer. In compliance with the American 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.

\_\_\_\_\_  
Employee's Signature

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Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Council Approved ~~4-13-04~~ ~~12-13-05~~ March 10, 2009

## **PERSONNEL COMMITTEE MEETING MINUTES**

**Monday, April 6, 2015 @ 5:30**

**Mayor's Office**

**Present:** Alders Tricia Suess, Paul Lawrence, Sid Boersma and Mayor Donna Olson (ex-officio)

**Absent & Excused:** Eric Hohol

**Others in attendance:** Robert Kardasz, Greg Leck,

### **CALL TO ORDER**

Suess called the meeting to order at 5:30 p.m.

1. Call to Order
2. Communications
  - Update on Recruiting

Director Gillingham gave an update regarding the ten open positions that she is recruiting for. A limited discussion took place regarding the concern about the turn over at Utilities. Director Gillingham informed the Personnel Committee that she has a meeting scheduled with Director Kardasz and the Mayor on 4/7/2015. We discussed the situation within the office for staffing. Jenifer Rigdon just gave her notice and Enecia is out on FMLA and is not due back for another 7+ weeks. Therefore the second Customer Service Position is a necessity and the position needs to be put on the fast track. There are currently are 4-5 positions we are recruiting for in the Utilities.

Seasonal Parks- Alderperson Seuss asked about the season position and why there was an opening. Director Gillingham explained that these are seasonal positions and not all employees return for each of the seasons. They may find other regular not season employment.

Administrative Assistant-Front Desk: There are two positions open. Director Gillingham stated she is reviewing the applications and will get the interviews setup with Director Sullivan and an Alderperson.

HR/RM Assistant- Director Gillingham stated that the position is on hold until the job description and compensation are approved by Personnel and Council on 4/14/2015. Items to be discussed at this meeting.

Per Director Gillingham, the library shelver openings are on-going recruiting.

- Exit Interviews

Director Gillingham has started conducting face-to-face exit interviews with employee's that are departing from the City. She met with two Utilities programs and following each meeting she met with Director Kardasz to discuss the feedback, common threads and opportunities for improvement. A meeting has been scheduled on 4/7/15 with Director Kardasz, Mayor Olson and Director Gillingham to discuss the turnover volume and exit interview feedback.

- Update on Wage Compensation Study by Springsted

Director Gillingham and Mayor Olson shared with the committee the weekly meetings that have been scheduled with Springsted to bring the project to a close. The current step Director Gillingham is working on is the validation of the data and review of the job descriptions and PAQ's that were submitted.

Alder Lawrence questioned how long the project has been going on. Mayor Olson stated to long and shared with the committee the frustration we and other cities are experiencing with the timeliness and results.

- Case Management- Accidents/WC/FMLA

Director Gillingham reviewed the case volume and number of employees that are off work. She also reviewed the employees that will be returning to work light duty. All employees off work or reported injury are being cased managed to ensure the best possible outcome.

- Update on Retirement Rates for Medical Insurance

Director Gillingham reported that the letters were sent out with the April Invoices.

Alder Suess asked that another letter be sent out to the retiree's midyear reminding them about the rates going up dramatically and if interested, look for alternatives.

3. Approval of the Minutes of the March 2, 2015 Personnel Committee Meeting

Motion by Boersma to approve the 3/2/15 Minutes, Second by Lawrence, Motion passed (4-0)

4. Old Business

- Review and action regarding payroll duties, updated job descriptions and compensation  
Mayor Olson stated that she had met with the Auditor regarding the separation of duties. It was recommended that the responsibilities of system setup and maintenance be separate from the person processing payroll. The Mayor asked Directors Sullivan and Gillingham that a permanent home be found for the payroll responsibilities and that they person takes over payroll and owns it. Mayor Olson further stated that she just reviewed the job descriptions prepared by Director Sullivan and she would like them change to focus on what versus how. The Mayor stated this is the same change that she requested from Utilities.

Director Gillingham stated that the meeting was held with Director Sullivan and Mayor

Olson and the decision was made to move payroll to the Deputy Clerk and increase the hours from 20-30. Alder Lawrence made a motion to table the job description changes and hours increase for Administration. Second by Boersma, Motion passed (4-0)

A Personnel Committee meeting will be called on 4/13/15 at 4:00 to review the updated job descriptions and request for additional hours. .

- HR & RM Assistant position- with the removal of the payroll duties, Director Gillingham completed the job description update along with the title change to reflect the duties. Director Gillingham requested that the compensation also be increased up to \$17.00.  
Motion by Lawrence to approved the title change to Human Resources & Risk Management Generalist, the revised job description and compensation up to \$17.00. Second by Boersma, Motion passed (4-0)

## 5. New Business

- Utilities- Review and approval of the Customer Service Position job description update and 2<sup>nd</sup> position (part-time) at the current rate of pay (\$14.26-4 steps to \$15.74)  
Director Kardasz discussed the need for the second customer service employee. Director Gillingham also discussed that there is also an employee out on FMLA for potentially 12 weeks. Motion by Lawrence to approve the updated job description, 2<sup>nd</sup> position and compensation. Second by Suess, Motion passed (4-0)
- Review and approval of the Work Rules-Sergeant's position  
Director Gillingham reviewed the steps necessary to move the Sergeants from the Union. The next step in the process is updating the work rules and making the Sergeants whole by utilizing sections from the Union Contract. Director Gillingham and Chief Leck reviewed and discussed with the Personnel Committee each of the sections added and or changed the work rules. Motion by Lawrence to approve the recommended changes to the work rules, second by Boersma, Motion passed (4-0)
- Future Agenda Items
  - Recruiting update- new employees
  - Revised Job Descriptions-Administration
  - Elections- Chair and Vice-Chair
  - Police Sergeant- next steps

## **ADJOURNMENT**

Motion to adjourn by Lawrence, second by Boersma at 6:20pm. Motion carried unanimously 4-0