

CLERK/TREASURER
CITY OF WATERTOWN

The City of Watertown (pop. 24,000) is currently accepting applications for the position of Clerk/Treasurer. This full-time appointed position reports to the Mayor and Common Council. This department head position is responsible for the professional, managerial, and administrative work associated with all aspects of this department which consists of the statutory duties of Clerk and Treasurer, payroll, accounts payable and receivable; benefit and personnel management; real and personal property tax billing and collections, licensing and election administration. This position oversees a Deputy and three administrative assistants. Interested candidates should possess a strong background in municipal and utility budgeting, finance, TIF administration, and personnel/human resources. Qualifications include a Bachelor's degree in Accounting, Finance or Public Administration or 5 or more years Clerk/Treasurer experience or equivalent position meeting duties listed. Certification as a municipal clerk or treasurer or willingness to obtain certification desired. Significant consideration will be placed on accounting abilities and budgeting/finance background. Salary range of \$78,228 - \$85,176 DOQ with full benefit package. Must be bondable and possess or able to obtain a valid WI driver license. Submit letter of interest, resume, salary history and references to Mayor John David, City of Watertown, PO Box 477, Watertown, WI 53094 or to john.david@cityofwatertown.org. Application deadline is August 18, 2017. EOE.

CITY OF WATERTOWN POSITION DESCRIPTION

This job description has been prepared to assist in the evaluation of various classes of responsibilities, skills, and working conditions. It indicates the kinds of tasks and levels of work difficulty generally required of positions given this job. The principle duties and responsibilities enumerated are all essential functions except for supplemental duties and responsibilities. Supplemental duties are described beginning with the word "May." This job description is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees. Nothing contained herein is intended or shall be construed to create or constitute a contract of employment between any employee or group of employees and the City. The City retains and reserves any and all rights to change, modify, amend, add to, or delete from any section of this description as it deems, in its judgment, to be proper.

Revised: July 17, 2017

Title: Clerk /Treasurer

Department: Clerk/Treasurer's Office

FLSA Status: Exempt

General Summary:

This is a managerial position whose duties are performed in accordance with the laws and statutes of the State of Wisconsin and the policies of the City of Watertown. The City Clerk/Treasurer's duties involve the overall administration and operation of voter registration and elections, issuing municipal licenses and oaths, maintaining official City records, and operating the systems of collection, disbursement, investment and accounting for all City revenue; and supervision of assigned staff, maintaining a central accounting system for the City, maintaining financial controls, provides financial planning and forecasting, and directing and coordinating various functions such as budgeting, bonding, purchasing, insurance, payroll, and maintains all employee records and benefit programs.

Reporting Relationships:

Under the administrative direction of the Mayor is expected to exercise considerable initiative and sound judgment performing work of considerable difficulty involving elections, licensing, records of depository, maintaining required financial records, and preparing appropriate reports and statements, and coordinating all municipal fiscal planning and controls, cost studies, and budgetary controls. Work is reviewed through conferences, periodic performance evaluation reports and observation of results achieved. Supervises the operations staff of the Clerk-Treasurer Office, and directs and assists department heads and supervisors in such matters.

Specific Accountabilities:

1. Attends all Common Council meetings in the capacity as Clerk.
2. Refers Council action or requests for information to standing committees, boards, commissions, and City departments.
3. Schedules public hearings including notification of interested or covered parties.
4. Supervise preparation, printing, distribution and publication of the Common Council records of proceedings and weekly meeting notifications.
5. Develops, implements, and administers policies for receiving all claims and accounts against the City.
6. Acts as secretary to the Board of Review including accepting protest forms, scheduling hearing dates and times, swearing in of witnesses and keeping minutes of all hearing and decisions.
7. Acts as Chair for the Economic Revolving Loan Committee and assist in monitoring available City owned industrial land.
8. Keeps record of all deeds, easements, agreements, planned unit development agreements, etc.
9. Process candidate registration, declaration, filing of nomination papers, reviews, examines and certifies sufficiency, validity and proper form of nomination papers and provides advice on election laws.

10. Directs the registration of all voters within the City of Watertown and supervises the maintenance of related records, and supervises and monitors the conduct of all elections and certifies election results.
11. Supervise the purchase and maintenance of election equipment and supplies and creates ballot setup for printing, and instructs election officials in their duties in the administration of elections.
12. Supervises processing and issuance of licenses and administers oaths and affirmations.
13. Supervise the preparation and distribution and collection of the City tax roll and the related individual property tax bills including special assessments, sewer service charges, and any other charges of services.
14. Supervises accounts receivable and checks receipts, disbursements and deposits daily.
15. Coordinate the payment and record keeping of City bond and note obligations.
16. Responds to inquiries and or complaints from the public.
17. Plans, directs, administers and maintains internal accounting and control activities throughout the city.
18. Responsible for timely filing of intergovernmental financial and informational reports as prescribed by Federal Law and Wisconsin Statutes.
19. Responsible for creating the Annual City Budget in accordance with the policy direction of the Mayor and Finance Committee for presentation to the Common Council.
20. Assists department heads in the preparation and administration of the annual budget, and maintains a system of controls to insure that expenditures do not exceed appropriations.
21. Directs the overall utility collection function, including recording and deposit of receipts.
22. Provides required financial summaries, reports and all necessary financial interpretation of City functions.
23. Supervises the payroll function to include the preparation of payroll checks, processing withholding and disbursement of all taxes, Social Security, retirement system payments, union dues and all other authorized and accrued payments and benefits due employees of the City.
24. Directs the City's overall Risk Management program (insurance) for the adequate protections of the City's properties, funds, securities, and other municipal exposure to liability, and insures that the City is properly reimbursed when losses arise.
25. Responsible for Transit program including annual application for grant funds for operating and capital purchases. Bids out shared ride taxi services and procures vehicles for use in transit system. Reports ridership and other statistics to the Transit Commission.

Required Knowledge, Skills and Abilities:

Graduation from an accredited college, university or technical college with major course work in business administration, finance or accounting with three (3) to five (5) years experience at a supervisory level in municipal finance, budgeting, and office administration is recommended; two (2) years experience related to complex record keeping, office management and administration; and an equivalent combination of education and experience which provides the following knowledge, skills and abilities:

- Comprehensive knowledge of State Statutes, City ordinances, regulations and other legal provisions related to the organization and function of municipal government and the office of Clerk/Treasurer.
- Comprehensive knowledge of the theory and practice of municipal finance, tax collection and banking, budgeting and office administration.
- Considerable knowledge of cash management including investment, accounting, bookkeeping, and collections.
- Comprehensive skill and ability to prepare clear, sound, concise, accurate and informative reports regarding financial investments, transactions, recommendations for modifications and budgetary activities on a departmental or municipal scope.
- Knowledge of computer hardware/software for office and financial administration.
- Considerable ability to plan, organizes, and directs the work of others in an efficient and economical manner and maintains departmental discipline.
- Considerable skill and ability to establish and maintain effective working relationships with City departments, officials, and the general public.
- Comprehensive knowledge of election procedures.
- Comprehensive knowledge of the laws regulating municipal bonding.
- Must be bondable.
- Must possess a valid driver license or ability to obtain one.
- Notary Public certification required within 6 months.