

Village of Brooklyn Brooklyn, Wisconsin

CLERK/TREASURER JOB DESCRIPTION

JOB TITLE:

Village Clerk/Treasurer

SUPERVISOR:

Personnel Committee and Village Board of Trustees

ESSENTIAL RESPONSIBILITIES:

This position is responsible for the statutory duties of the municipal Clerk/Treasurer as specified by Wisconsin Statutes which address municipality obligations and the official role of a municipal Village Clerk and Treasurer.

CLERK/TREASURER POSITION

The duties of the Village Clerk and Treasurer are combined and divided between Village Clerk/Treasurer and Deputy Clerk/Treasurer. The Clerk/Treasurer is the Department Head and is responsible for the day to day operations of the Village Clerk's office. The official areas of responsibility found in the Wisconsin Statutes are delineated below. It is the goal of the Village Board, the Clerk and Deputy Clerk to work as a team, with appropriate cross training, to provide consistent services to Village residents.

CLERK RESPONSIBILITIES:

The following are the expectations of the Clerk role of the Village/Clerk position:

Administrative support role:

- a. Serve as Village Clerk at all meetings of the Village Board, attend meetings as requested and keep a full record of the proceedings. Perform necessary follow up on Village Board action/reports as decided.
- b. Provide clerical support for trustees, committees and other departments as appropriate.

Records

- c. Maintains official record of Village ordinances, resolutions and minutes of all Board and committee meetings.
- d. Maintains the official files of the Village as legal custodian, defined in Wisconsin Statutes.
- e. Maintains current codification of municipal codes of ordinances.
- f. Maintains Village Employment manual to reflect most recent amendments.
- g. Maintains employee records and personnel files

Notices

- h. Publish or post ordinances and resolutions as required under Sec. 60.80, Wis. Statutes. In concert with the Village President and committee chairpersons, posts and publishes notices for meetings and hearings of the Village Board, Planning and Zoning Commission and Village Committees as required by the Open Meetings Law

Legal contracts

- i. Maintains and updates Village contracts as needed for Village consultants, building and zoning, waste and recycling, assessor, cable TV, auditors,

accountant, and engineering services and other contracts held by the Village in other departments.

- j. Maintains certificates of insurance with Village insurance carriers.
- k. Signs, with the Village President, all legal documents and contracts entered into by the Village.

Permits, licenses and applications

- l. Refer applications for conditional use permits, variances, building inspection and zoning requests to the Building and Zoning consultants.
- m. Review applications for general licenses and permits and prepare as appropriate for Village Board approval. Applications for alcohol licenses are initially referred to the Police Department.
- n. Issue licenses or permits once fees are paid and maintains accurate records.
- o. Completes and files all regulated reports per Wisconsin Statutes and annual applications for reimbursements, i.e. recycling reimbursement, road aids, etc.

Elections and Appointments

- p. Perform the duties required by Ch. 5 to 12, Wis. Stats., relating to elections.
- q. Administers and conducts all elections, including scheduling and training election workers, administering oaths, supervising all paperwork completion, delivery of ballots and reporting of election outcomes as required by state and federal law.
- r. Issues certificates of appointment and administers the Oath of Office for elected officials and employees.
- s. Notifies Village Board or Village President of upcoming vacancies on various Village committees and boards.

Communications

- t. Supervises the creation and distribution of official communications.

Real Estate sales

- u. Complete title search forms for Title companies.
- v. Maintains Village map, parcel numbers directory and changes in ownership records.

Liaison

- w. Functions as a liaison between the President of the Board, trustees, and committee chairpersons with Village consultants and other governmental agencies and entities as needed.
- x. Utilizes communication skills to facilitate teamwork among employees, trustees, residents and others dependent upon the "clearinghouse" function of the Village Clerk's office.

Supervision

- y. Supervises the Deputy Clerk/Treasurer, and, as such, is responsible for orientation, education and training to meet the job description and performance standards. Changes in the Deputy Clerk/Treasurer's job description is addressed in coordination with the Personnel Committee.

TREASURER RESPONSIBILITIES:

Receive and Disburse Money

- a. Receive and take charge of all money payable to the Village, or which is required by law to be paid or disbursed from the Village treasury as stipulated by Wisconsin statutes.
- b. Keep an itemized account of all monies received and disbursed, specifying the nature of the transaction, the person(s) involved and the outcome of the transaction. There will be a record through receipts, invoices, and the like that

will provide supporting documentation for any financial exchange with the Village.

- c. Perform or supervise the performance of all duties pertaining to Village water and sewer utilities (billing, cash receipts, disconnects, new accounts, adjustments, etc.)
- d. Complete or supervise the development of biweekly payroll functions, such as completion of withholding taxes for State, federal, local, retirement, benefits, including completion of quarterly and annual reports and Workers Comp audits.
- e. Compile bank statement reconciliations for current depositories, reconcile the General Ledger, prepare account balances, budget details and other documents as needed for Finance Committee meeting.
- f. For accounts payable, enter all vouchers for payment, print checks, mail and file. Prepare wire transfers for bond payments, property tax settlements.
- g. Enter General Journal entries as required.
- h. Work with the Village accountant, auditors and other financial consultants as agreed by Financial policy/procedures, especially in preparation for annual audit.

Deposits of Village funds

- i. Make deposits of Village funds as soon as practical (same or next business day) to approved depositories.
- j. Any interest or revenue arising from management of Village funds is payable into the Village General Fund unless deemed otherwise by the Financial policies of the Village.

Records

- k. Compliance with Subch. II of Ch. 19, Wis. Stats., concerning records of which the Treasurer is the legal custodian is required.

Taxes

- l. Collect and disburse taxes for Village, School, Vocational School and County as required by Wis. Stats., Ch. 70 to 79.

QUALIFICATIONS:

1. Ability to be a resource and advisor for trustees and other employees on the official role and responsibilities of municipalities and statutory obligations.
2. Ability to coordinate public financing requirements, for example, TIF district creation and accounting.
3. The Clerk must be bondable and a notary public official.
4. Ability to communicate effectively with the public.
5. Ability to work as an effective team member to assure the optimal performance for all employees.
6. Ability to supervise and evaluate the work of others and to complete assignments in a timely manner with others or alone.
7. Knowledge of local government and municipal services, especially the legal requirements associated with the Clerk/Treasurer duties.
8. Skill at taking notes which document the actions taken by a meeting of the people or in other situations as appropriate.
9. Ability to complete complex forms in precise, accurate detail, especially informative financial reports and grant applications.
10. Thorough knowledge of general laws and administrative policies governing financial activities and principles and practices of accounting and budgeting in government.
11. Thorough knowledge of modern office practices, technology and procedures.

12. Must be tactful and courteous, recognizing the Clerk's office is the "face" of the Village of Brooklyn government.

EDUCATION/TRAINING /EXPERIENCE REQUIRED:

1. Experience in local government is highly desirable with certification as municipal Clerk/Treasurer desired. If certification is not present, training toward certification must begin within the first year of employment.
2. Extensive experience in public finance and governmental functions at the level of department head or equivalent experience is highly desirable with a specialization in accounting, business or public administration areas.
3. Extensive knowledge of zoning, building inspection, permitting, licensing, municipal law (i.e taxes, ordinances, statutory requirements, etc.).
4. Experience in modern office technology applications, for example, Workhorse and other municipal financing programs.

Essential Physical Demands of the Job

Lifting - Infrequent lifting up to 20 pounds.

Climbing/Balancing - Steps or stair climbing, balancing required.

Stooping/Bending Over - Occasional.

Sitting/Standing - Sit/stand about 75/25 percent of the job time.

Reaching - Occasional overhead as well as horizontal.

TERM:

This is a full-time position, weekdays with evening meeting attendance required. The position is an appointed at will position.

Adopted by Village Board