

JOB DESCRIPTION –CLERK- TREASURER

REGULAR- FULL TIME SALARIED POSITION- 40+ hours per week

This position is authorized via Section 1-8 of the Village of Rochester Code of Ordinances and reports to the Village Board. Mandatory attendance at bi-monthly Board meetings, Public Works Committee meetings, Plan Commission meetings, and other committees as assigned. The position performs any and all statutory duties of the municipal clerk and treasurer as specified in §61.25 and §61.26 of the Wisconsin State Statutes.

GENERAL FUNCTION: Perform administrative functions of the municipal clerk and municipal treasurer based on adopted ordinances, policies, state statutes, budgets, and established procedures for the following governmental functions:

- Constituent Support (Field Inquiries and determine which government entity, if any, responds to an issue or concern)
- Legislative (Board and Committee Meeting Management);
 - Primary contact for persons or entities wishing to address Boards and Committees
 - Collect information from multiple sources and determine when matters need to be referred to a Board or Committee for action.
 - Create and Distribute Meeting Agendas and Materials
 - Post and distribute notices to ensure compliance with open meeting and other laws
 - Perform Research, Provide Background, Analysis, and/or Recommendations as needed
 - Take minutes of Board and Committee proceedings
 - Follow up on legislative actions
- Regulation and Compliance (Licensing and Permit Functions)
- Human Resources (Payroll, Benefit, Tax & Performance Issues- Village and Library Employees)
- Finance (Budgeting-Village General, Sewer Utility, Stormwater Utility, Library, Fire & Rescue, Utility Billing, Fund Management, Accounts Receivable, Accounts Payable, Tax Roll administration, Facilitate Property Assessment Processes, Audit Preparations, Regulatory Reporting (State and Federal Governments))
- Manage records and maintain a retention schedule
- Contract Administration (track contracts through proposal to implementation)
- Work with insurance companies to ensure adequate coverages and facilitate claims
- Provide direction and support to administrative consultants (Engineering, Legal, Zoning)
- Planning and Development (ensure that codes and ordinances are followed, assist with creation and implementation of agreements, track progress, address resident and developer concerns)
- Election Management
 - Keep current on legislative changes to the election process
 - Utilize WisVote (state election management system) to manage voter and candidate information
 - Mail and Facilitate In-Person Absentee Balloting
 - Post/ Publish Notices according to statutory requirements
 - Test Election Equipment to ensure it is recording results accurately
 - Train and Schedule Election staff
 - Adequately supply and set up elections to meet expected turnout and legal requirements
 - Be available throughout election day to handle any problems
 - Complete reports and miscellaneous paperwork accurately and report results
 - Deliver election materials to County Clerk
 - Record Votes and balance in WisVote

- Website Development and Maintenance
- Manage content on social media accounts
- Computer System, Software, and Phone System Support for Staff and Consultants
- Manage village hall and facility rental/ use
- Passport Acceptance Facility Management
 - Accept and Process Applications according to prescribed procedures
 - Participate in annual testing and certification requirements

Provide administrative support based on adopted ordinances, policies, state statutes, budgets, and established procedures for these additional governmental functions:

- Public Works (Streets, Parks, Sewer Utility, Buildings, Animal Control, Stormwater Utility)
- Code Enforcement (identify ordinances and processes through which to address complaints- Sheriff, Zoning, Building, Fire & Rescue)

Manage, train, and delegate work to the Deputy Clerk-Treasurer so that this position can perform all essential functions of the Clerk and Treasurers office.

Other duties as assigned by Village Board or Statute.

PHYSICAL REQUIREMENTS: The physical demands marked below are representative of those that will be required to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

	YES	NO
Driving	✓	
Lifting (pounds)	40	
Carrying (pounds)	40	
Stooping, Bending	✓	
Kneeling, Squatting	✓	
Walking	✓	
Standing	✓	
Sitting	✓	
Climbing, Balancing (e.g., climbing and working from ladder)		✓
Use of Hands to Finger, Handle, or Feel	✓	
Physical Coordination (sequential or simultaneous use of hands, arms, feet, and legs)	✓	
Eye-Hand Coordination	✓	
Close Vision (clear vision at 20 inches or less)	✓	
Distance Vision (clear vision at 20 feet or more)	✓	
Color Vision (ability to identify and distinguish colors)	✓	
Depth Perception (ability to judge distance spatial relationships)	✓	
Hearing	✓	

WORK ENVIRONMENT: The environmental conditions marked below are common to this job:

	YES	NO
Outdoor Weather Conditions		✓
Wet, Humid Conditions (non-weather)		✓
Work Near Moving Mechanical Parts		✓
Work in High, Precarious Places		✓

Fumes or Dust		✓
Toxic or Caustic Chemicals		✓
Extreme Heat (non-weather over 90° F.)		✓
Low Noise (e.g., business office)	✓	
Moderate Noise (e.g., light motorized equipment such as lawn mowers)		✓
Loud Noise (e.g., jackhammer, heavy motorized equipment)		✓

Job Description approved by the Village Board on _____.

Village President

Date

Village Clerk

Date