



TITLE: Assistant Administrator/Clerk

FLSA: Exempt

DEPARTMENT: Administration/Clerk

POSITION STATUS: Regular Full-Time

SUPERVISED BY: Administrator

PERFORMANCE REVIEW BY: Administrator

POSITION SUMMARY:

This position is responsible for all statutory Clerk functions per Wisconsin State Statutes, assisting with planning and zoning, and other various Town functions including the Administrator's Office. The role coordinates with many departments and will gain a breadth of experience. Work requires initiative and appropriate independent judgment under limited supervision.

DUTIES, RESPONSIBILITIES AND WORK PERFORMED:

Essential functions include, but are not limited to:

1. Responsible for all municipal Clerk's office duties and functions per Wisconsin Statutes 60.33 with assistance from the Deputy Clerk.
2. Responsible for performing election related functions including election notices, responding to absentee ballot requests, training and scheduling election workers, supervising completion of paperwork, maintaining and testing election equipment, and swearing in elected officials and appointed members.
3. Custodian of records under State Statute. Responsible for complying with requests under the public records law. Maintains, preserves, and disposes of records in accordance with statutes.
4. Process license applications required by State Statute including alcohol, cigarette licenses and publishing required notices.
5. Prepares notice of meetings, legal notices, public hearings, and other matters such as required public bidding notices.
6. Assist with agenda and meeting packet preparation along with other staff.
7. Responsible for taking minutes of various Town meetings and ensures ordinances or resolutions adopted are posted or published as required per State Statute.
8. Ensures Board of Review process follows State Statute, coordinates with the Town Assessor regarding scheduling and required public noticing, and keeps records of proceedings.
9. Assist with property tax collection, special assessment calculations, dog licenses and compilation and submittal of related reports in coordination with the Treasurer to Ozaukee County.
10. Assist Treasurer and Administrator as needed with Town finances, audit, Annual Financial statement, and filing of Municipal Financial Report and other reports to the Department of Revenue.
11. Serve as staff liaison to the Landmarks Commission. Responsibilities include processing and managing applications within the Hamilton Historic District for consideration by the Commission, receiving applications for the Town's annual Landmark Preservation Award, and coordinating other projects undertaken by the Commission. This includes direct coordination with the Landmarks Chair.
12. Manage the building permit application process, along with the Deputy Clerk.

13. Prepare clear and concise written memoranda and deliver verbal reports to Boards, Commissions, and Committees as needed.
14. Assist citizens, business owners, and developers with zoning and development questions related to Town Code and other planning documents in coordination with the Town Administrator and consulting planner.
15. Assist with land use planning projects, including studies and plan updates.
16. Intake and manage the status of citizen requests/complaints related to Town Code violations, with other appropriate staff members responsible for enforcement.
17. Responsible for mailing and tracking invoices related to professional service time accrued by the Town's consulting Engineer, Planner, and Attorney related to private applications. Responsible for placing unpaid invoices on yearly tax rolls for collection.
18. Create and manage annual budget for department and work with Town Administrator on yearly municipal budget coordination. Assist with updating and tracking Capital Plan revenues and expenses.
19. Research and apply for grant opportunities at the direction of the Town Administrator and Town Board.
20. Manage Town social media pages, website, prepare and manage weekly eNotify email blasts, and design and coordinate Town newsletter.
21. Assist with Human Resources tasks.
22. Provide support for telephone and walk-in customer service responsibilities.
23. Serve as direct supervisor for Deputy Clerk position.
24. Responsible for duties of the Town Administrator in their absence.
25. Other duties as assigned by the Town Administrator.

EDUCATION, EXPERIENCE AND TRAINING:

1. Bachelor degree in public administration, finance, planning, political science, public policy, or other related field required. Masters degree in a related field preferred.
2. WMCA certification preferred, or the ability to obtain such certification within 4 years.
3. Experience/knowledge of municipal government and planning preferred.

ESSENTIAL KNOWLEDGE AND ABILITIES:

1. Ability to establish and maintain effective working relationships with other employees and the public.
2. Address the public in a courteous and professional manner.
3. Proficient written and oral communication skills.
4. Proficiency in and knowledge of Windows based software (Excel, Word, PowerPoint).
5. Accurate and thorough research skills.
6. Ability to prepare and maintain accurate records.
7. Maturity of judgment and ability to maintain confidentiality of matters.
8. Ability to effectively manage time and resources.
9. Ability to understand and interpret basic planning and zoning concepts.

RESIDENCY

Residency in the Town is not required.

PHYSICAL REQUIREMENTS IN PERFORMING TASKS

The physical demands are those that are typically needed to perform office related work.

NON-DISCRIMINATION:

All positions in the Town of Cedarburg will be filled according to the Equal Rights Act with no discrimination shown on the basis of race, religion, color, sex, age, national origin, or disability.

ACKNOWLEDGEMENT BY EMPLOYEE

I hereby certify that I have read the above job description and fully understand my duties and responsibilities.

(Employee Signature)

(Date)

(Town Administrator)

(Date)

Last Approved by Town Board: 10/16/2024