

# TOWN OF PLEASANT SPRINGS

## POSITION DESCRIPTION

### CLERK/TREASURER/OFFICE MANAGER

Essential performance skills:

- \* Ability to access, input and retrieve information from a personal computer
- \* Ability to work closely with people by responding verbally and in written form to requests and provide information from files and records
- \* Ability to communicate via telephone
- \* Ability to use office equipment such as copier, fax machine, typewriter and calculator
- \* Knowledge of office practices, including accounting principles, English grammar, spelling, word processing and spreadsheets
- \* Ability to keep clear and concise records: interpret and apply ordinances, rules and regulations
- \* Ability to work with the public with tact and courtesy
- \* Ability to calculate, compare, edit, evaluate, interpret, organize, consult, analyze, plan, design , document, specify, coordinate, implement, present, supervise and manage
- \* Ability to react to change productively and to handle other tasks as assigned
- \* This position is a high stress job and requires the ability to manage reactions appropriately with the public, Town Board and staff

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.

- \* Perform Town Treasurer functions as required by State Statutes.
- \* Sign payroll, tax and general fund checks.
- \* Issue dog licenses and compile and send prescribed reports regarding dog licensing to Dane County.
- \* Administer Town finances and records in compliance with State statutes and Town ordinances.
- \* Prepare mill rate information, special assessments and special charges for distribution to the County for calculation of property taxes and production of the tax bills.
- \* Maintain public records and ensure that records are properly preserved, filed and disposed of; maintain official records of licenses, permits and bonds; coordinate publication of Town legal notices.
- \* Prepare official minutes of Town Board, Plan Commission and Parks Committee proceedings; prepare meeting agendas and other materials as required; complete follow-up of Town Board, Plan Commission and Parks Committee actions, as needed.
- \* Administer and conduct all elections, including scheduling election workers, administering statutory oaths, supervising all paperwork completion, maintaining and testing of election equipment and reporting of election outcome.
- \* Participate as a member and Clerk of the Board of Review.
- \* Assist the Town Board with development and preparation of annual budget.
- \* Prepare tax bill collection mailing. Collect tax payments, refund overpayments of taxes, balance tax collection and prepare tax collection reports; including chargebacks (s. 74.41)
- \* Maintain, record, and renew all bonds.
- \* Prepare delinquent charges for tax roll.
- \* Comply with mandates and processes as directed by the County Clerk, County Treasurer, Department of Revenue, State Elections Board, Department of Transportation, Department of Natural Resources and Dane County Zoning.

- \* Issue Certificates of appointments and administer the statutory Oath of Office for elected officials.
- \* Sign with the Town Chairperson all legal documents and contracts entered into by the Town.
- \* Send and review applications for tobacco licenses, operator's licenses and alcohol licenses.
- \* Maintain the Ordinance Book, Resolution Book, Town Board Minute Book, Annual and Special Town Board Meeting Minute Books, Parks Committee Minutes Book and Plan Commission Minutes Book.
- \* Supervise and direct Town office staff.
- \* Direct, coordinate and supervise the financial activities of the Town of Pleasant Springs.
- \* Supervise and process accounts payable and accounts receivable; audit receipts and disbursements; reconcile accounting records and allocate payments to various accounts.
- \* Initiate action to collect delinquent personal property taxes.
- \* Maintain a system of control to ensure that expenditures do not exceed appropriations.
- \* Perform personnel duties; coordinate health insurance, life insurance, retirement program and other benefit administration; administer Town insurance programs.
- \* Coordinator and claims agent for the Town property, liability and worker's compensation programs.
- \* Serve as liaison with the Road Department, Plan Commission, Parks Committee, Assessor, Building Inspector, Constable, Pleasant Spring Sanitary District, Auditors, Waste Management, Accounting Firm, Sheriff's Department, and other governmental units.
- \* Serve as liaison between the Plan Commission and the Town Board and Dane County Zoning.
- \* Record and administer special assessments.
- \* Compile timesheets, sign payroll checks for distribution; maintain and update payroll records and oversee payroll processes.
- \* Provide the Town Board with timely and informative financial reports, statements and financial analysis.
- \* Assist and direct as necessary the Town Assessor.
- \* Assist and direct as necessary the Town Building Inspector.
- \* Coordinate and obtain information on special projects as assigned.
- \* Prepare tax rolls for submission; prepare statement of assessment and statement of taxes; file with the State Department of Revenue.
- \* Town agent for the health and life insurance and retirement program.
- \* Maintain and send appropriate financial information to accounting firm.
- \* Prepare required local, state and federal annual reports.
- \* Administer the CDL program.
- \* Assist in revision/preparation of ordinances and resolutions.
- \* Serve as authorized representative to file recycling grant applications for the Town.
- \* Log and expedite complaints and reports to appropriate person.
- \* Assemble informational materials for Town Board meetings.
- \* Provide support and guidance to Plan Commission.
- \* Attend workshops, conferences, ETN sessions and any other available educational and informational opportunities to keep abreast of mandated legislative and procedural changes. Inform appropriate Town officials, committees and commissions of necessary changes needed for compliance.
- \* Arrange for proper maintenance, repair and upkeep of Town Hall, Sheriff's Precinct and grounds.
- \* Brief and update Town Attorney on matters needing special attention and action.
- \* Inform and update Town Chairman on Town activities on a regular basis.
- \* Required to contribute positively to the workplace

Equipment: Personal computer/printer with various software applications, calculator, phone, copy machine, fax machine, Automark Voter Assistance, and DS 200.