

**City Clerk**  
Immediate - Full Time Position Available

<b>Company:</b> City of Bayfield	<b>Contact:</b> Ashley Dickey, Deputy Clerk
<b>Street Address:</b> 125 South First Street	<b>Phone:</b> 715-779-1202
<b>City, State, Zip:</b> Bayfield, WI 54814	<b>Email:</b> citydeputy@cityofbayfield.com
<b>County:</b> Bayfield	<b>Fax:</b> 715-779-5094
<b>Job Title:</b> City Clerk	
<b>Job Description:</b> This position performs a wide range of administrative functions, including, but not limited to, election duties as required by Wisconsin Statute, records management, drafting and composing meeting agendas and minutes, originates, publishes and maintains all legal notices, maintains personnel files and works with the public.	
<b>Salary: \$29.20/hr.</b> Benefits included (but not limited to): Full Family Health Insurance, Vacation, Sick and Personal Leave, Life Insurance, and Retirement through the Wisconsin Retirement System.	
<b>Position:</b> Assumes approximately 40 hrs. week/ weekdays, including some after-hour meetings.	
<b>Application Deadline:</b> Open until filled. First review of applications on May 9 <sup>th</sup> , 2025	
<b>Candidate Consideration:</b> <ol style="list-style-type: none"><li>1. Personal Interview</li><li>2. Background Investigation</li><li>3. Clerical experience preferred</li></ol>	
<b>Each Applicant Must Provide the Following:</b> <ol style="list-style-type: none"><li>1. Letter of Interest</li><li>2. Completed Application</li><li>3. Resume</li></ol>	

*Established in 1913.*

City of Bayfield is an Equal Opportunity Provider and Employer.

Complaints of discrimination should be sent to: USDA, Director, Office of Civil Rights, Washington, D.C. 20250-9410

# CITY of BAYFIELD

## Position Description

**POSITION TITLE: CITY CLERK**

**REPORTS TO: MAYOR**

### **Job Summary:**

The City Clerk is a statutory position and is responsible for performing those duties required by Section 62.09(11) of the Wisconsin Statutes. Under the direction of the Common Council, this position performs a wide range of administrative functions, including, but not limited to election administration, records management, drafting and composing meeting agendas and minutes. The incumbent will work independently with minimal supervision, however, is expected to use their judgment and seek direction when needed on substantive matters related to administration of municipal policies and programs. This position provides supervisory oversight to the Deputy Clerk/Treasurer, Election Board and the Harbor/Parks Attendants.

### **Essential Skills, Knowledge, and Abilities:**

- Ability to analyze, interpret, and apply applicable Federal, State, and local policies, laws, and regulations.
- Apply knowledge of a broad range of statutes, principles, and practices to the administration of City affairs.
- Knowledge of modern office procedures, methods, and equipment including computers and Microsoft Office (Word and Excel required), Outlook, able to learn Banyon Data System and basic website editing software.
- Ability to communicate effectively with the public in a busy, multi-task environment, excellent verbal and written communication skills.
- Organized and detail oriented.
- Knowledge of election administration and Wisvote (statewide voter registration system).
- Ability to interpret reports, maps, and charts.
- Ability to establish and maintain effective working and public relationships with a wide variety of individuals in a sometimes challenging environment.
- Ability to prepare and maintain accurate records and to prepare a variety of reports as required or requested.
- Must possess excellent time management skills.
- Must have accounting fundamentals.

### **Essential Duties:**

- Coordinates, supervises and conducts elections
- Coordinates and performs all election duties as required by Wisconsin Statute
- Maintains all election records and property used for holding elections
- Publish required City notices
- Maintains official file of all contracts, bonds, oaths of office and other documents
- Issues all licenses/permits required by ordinance or statute, except as otherwise provided
- Attends meetings, takes minutes and maintains files for the City Council, and other official boards and commissions as directed

- Originates, publishes and maintains all legal notices, minutes and official documents including records, ordinances, resolutions and grant reports for the City of Bayfield.
- Maintains files for all City records, ordinances, and resolutions
- Prepares and distributes reports and correspondence for the Mayor, Public Works Director, Council and governmental agencies
- Audits and obtains approval on claims charged against City
- Administers oaths and affirmations
- Supervisory oversight to the Deputy Clerk, Election Board, and the Parks Attendants.
- Maintains official personnel files for all City employees
- Assists the City Assessor in maintaining property assessment records
- Develops and implements improved internal control and financial reporting procedures, in cooperation with the Treasurer, as necessary, requested or directed
- Files financial and other reports with various State agencies, in cooperation with the Treasurer
- Files insurance claims on behalf of the City
- Locates suppliers of goods or services as per specifications and obtains quotes
- Creates specifications, advertises for bids, receives bids and summarizes results
- Confers with Mayor, Department Heads, City Council and City Attorney regarding projects and problems
- Advertises for employment
- Maintains lease agreements
- Coordinates cemetery burials and locates and maintains records and deeds
- Develops or coordinates all government required policies and procedures
- Reads, reports and updates information from State and Federal Legislatures
- Renews official City contracts
- Maintains contractor information
- Prepares and files grant reports
- Conducts research, develops or revises City ordinances, legal opinions, resolutions, and declarations
- Submits budgets for General Government, Administration, Cemetery, Courthouse, Pavilion, and to Treasurer
- Develops taxing rates for the City
- Assists Chamber of Commerce as requested or directed
- Carry out directives of the Mayor and Council which require administrative implementation, reporting promptly to the Mayor and Council any difficulties encountered therein
- Responsible for the administration of all day-to-day operations of the City government including monitoring all City Ordinances, resolution, and Council meeting minutes and state statutes
- Keep informed of current federal, state, and county legislation and administrative rules affecting the City and submit reports and recommendations to the Council.
- Represent the City in intergovernmental affairs.
- Maintain procedures to facilitate communications between citizens and City Government to assure that compliance, grievances, recommendations and other matters receive prompt attention by the responsible office.
- Provide assistance in coordinating City projects

**Other Duties and Responsibilities:**

- Assists Public Works Director with clerical duties
- Assists Treasurer and Utility Department as requested
- Serves as a liaison between the public and elected officials
- Attends necessary training, seminars, and maintains required certifications
- Keeps the City Council informed of changes, opportunities, and problems of any developmental, operational, financial nature of plan; recommends appropriate opportunities
- Responsible for all Census coordination
- Assist in all personnel and payroll benefit information for employees
- Identifies and evaluates ideas to achieve more efficient and effective operations
- Performs other duties as specified by the Mayor or City Council
- Assists various City Committees as requested

**Term:**

- The City Clerk of the City of Bayfield shall be appointed by the Mayor subject to confirmation by a majority vote of the members-elect of the Common Council.
- The City Clerk shall hold office for an indefinite term, subject to removal as provided by law.

**Minimum Qualifications Required:**

- High School Diploma/Equivalent Required: Associates degree or higher education preferred
- Municipal Government Experience (preferred) two years' experience in clerical operations, bookkeeping, policies and legislative functions or a combination of education and experience that provides equivalent knowledge, skills, and abilities.
- Certified Clerk (or ability to obtain)
- Working knowledge of Banyon Software (preferred)
- Notary Public (or ability to obtain)
- Election Administration Certified (or ability to obtain)
- Must be eligible to be bonded
- Board of Review Clerk Training
- Valid Driver's License

**Physical Demands:**

- Lifting 20 lbs. maximum with frequent lifting and/or carrying objects weighing up to 10 lbs.
- Frequent sitting.
- Occasional standing, walking and driving/transportation
- Must be capable of using hand(s) for repetitive fine manipulation, grasping, pushing, pulling and operating controls.
- Frequent bending, twisting, reaching and grappling
- Occasional squatting
- Ability to communicate orally in a clear manner
- Ability to distinguish sounds at various frequencies and volumes
- Ability to distinguish people or objects at varied distances under a variety of light conditions.

This position description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of the job. The incumbent may be requested to perform job related responsibilities and tasks other than those stated on this description.

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Incumbent

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Date

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Mayor

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Date





**PREVIOUS EXPERIENCE**

Please list beginning from most recent

Dates Month and Year	Name & Address of Employer	Salary Upon Leaving	Position	Reason for leaving
FROM: _____ TO: _____				
Job notes, tasks performed and reason for leaving: _____ _____				
FROM: _____ TO: _____				
Job notes, tasks performed and reason for leaving: _____ _____				
FROM: _____ TO: _____				
Job notes, tasks performed and reason for leaving: _____ _____				
FROM: _____ TO: _____				
Job notes, tasks performed and reason for leaving: _____ _____				

**REFERENCES:**

Name	Address & Phone Number	Position	Years Acquainted
1.			
2.			
3.			



**AUTHORIZATION:**

I certify that the facts contained in this application are true and complete to the best of my knowledge. I understand that any false statement, omission, or misrepresentation on this application is sufficient cause for refusal to hire, or dismissal if I have been employed, no matter when discovered by the City of Bayfield.

I understand that any employment is conditioned on a background check. I authorize the City of Bayfield to thoroughly investigate all statements contained in my application or resume, and I authorize my former employers to disclose information regarding my former employment, character and general reputation to the Company, without giving me prior notice of such disclosure. In addition, I release the Company, any former employers and all references listed above from any and all claims, demands or liabilities arising out of or related to such investigation or disclosure.

I understand and agree that nothing contained in the application, or conveyed during any interview, is intended to create an employment contract. I further understand and agree that if I am hired, my employment will be "at will" and without a fixed term, and may be terminated at any time, with or without cause and without prior notice, at the option of either myself or the City. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the City unless made in writing.

If I am offered employment I agree to submit to a medical examination and drug test before starting work. If employed, I also agree to submit to medical examination(s) or drug test(s) at any time deemed appropriate by the City and as permitted by law. I consent to such examinations and tests, and I request that the examining doctor disclose to the City the results of the examination, which results shall remain confidential and segregated from my personnel file. I understand that my employment or continued employment, to the extent permitted by law, is contingent upon satisfactory medical examinations and drug tests, and if I am hired a condition of my employment will be that I abide by the City of Bayfield's Drug and Alcohol policy.

I understand that filling out this form does not indicate there is a position open and does not obligate the City to hire. If hired, I agree to abide by all Company work rules, policies and procedures. The City retains the right to revise its policies or procedures, in whole or in part, at any time.

Date \_\_\_\_\_

Signature \_\_\_\_\_

