

City Clerk Immediate - Full Time Position Available

Company: City of Bayfield	Contact: Samaya Ray, Deputy Clerk/ Treasurer
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City, State, Zip: Bayfield, WI 54814	Email: citydeputy@cityofbayfield.com
County: Bayfield	Fax: 715-779-5094
Job Title: City Clerk	
Job Description: 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.	
Salary: \$29.20/hr. Benefits included (but not limited to): Full Family Health Insurance, Vacation, Sick and Personal Leave, Life Insurance, and Retirement through the Wisconsin Retirement System.	
Position: Assumes approximately 40 hrs. week/ weekdays, including some after-hour meetings.	
Application Deadline: Open until filled.	
Candidate Consideration: <ol style="list-style-type: none">1. Personal Interview2. Background Investigation3. Clerical experience preferred	
Each Applicant Must Provide the Following: <ol style="list-style-type: none">1. Letter of Interest2. Completed Application3. Resume	

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/Treasurer, Election Board, and the Harbor/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.

Incumbent

Date

Mayor

Date