

City of Bayfield

Office of the Administration
125 South First Street - P.O. Box 1170
Bayfield, Wisconsin 54814
Phone (715) 779-1201
citydeputy@cityofbayfield.com

Deputy Clerk/Treasurer/Zoning Administrator Immediate - Full Time Position Available

| | | | |
|--|------------------------|-----------------|-------------------------------|
| Company: | City of Bayfield | Contact: | Samaya Ray, City Clerk/ZA |
| Street Address: | 125 South First Street | Phone: | 715-779-1201 |
| City, State, Zip: | Bayfield, WI 54814 | Email: | citydeputy@cityofbayfield.com |
| County: | Bayfield | Fax: | 715-779-5094 |
| Job Title: Deputy Clerk/Treasurer/ Zoning Administrator | | | |
| Job Description: This position assumes the responsibility of offering direct staff support to The City Clerk/Zoning Administrator, City Treasurer, Mayor and aid to the general public. This position will provide supportive service on a wide range of administrative functions. | | | |
| Salary: \$25.59/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 (WRS). | | | |
| 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: Deputy Clerk/Treasurer/Zoning Administrator

Reports To: City Clerk/Zoning Administrator, City Treasurer and Mayor

Job Summary: This position assumes the responsibility of offering direct staff support to the Clerk/Treasurer and aid to the general public. This position will provide supportive service on a wide range of administrative functions including, but not limited to

- being responsible for producing the Bayfield Water and Sewer Utility Bills and for the collections thereof.
- election administration, records management, drafting and composing meeting agendas and minutes.
- creating reports on financial matters to the Common Council and Public Works Committee and facilitate the municipal/utility budgeting process.

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.
- Ability to prepare and 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.

Assist with the Essential Clerk duties as directed, including but not limited to:

- Provide variable support to the City Clerk/Zoning Administrator and Mayor as directed
- Serve as receptionist, dealing with all incoming calls and messages, counter questions and services
- Responds to questions of a routing nature and provides any requested information
- Handle all incoming and outgoing mail, to and from Post Office as well as in-office routing
- Assist City Clerk with elections
- Assist with preparation of Committee, Board and Commission Meeting Packets
- Assist with Lakeside Pavilion events
- Maintain Greenwood Cemetery and New Greenwood Cemetery records and coordinate funeral arrangements in regard to burials and police escorts
- Provide typing support for all department heads
- Do City's Banking as directed by the City Treasurer
- Post all meeting notices
- Prepare and distribute monthly meeting calendars (Clerk will assist)
- Assist with updating and maintaining website

- Locate suppliers of goods or services and obtain quotes
- Assist with maintenance of all office equipment
- Maintain variable office hours when requested
- Prepare and post all board, committee and commission agendas and packets (including Board of Review) and notify board members (City Clerk will assist)
- Attend designated meetings, post minutes, keep a permanent record of all meeting agendas and minutes
- Publish required City notices
- Prepare licensing including alcohol, operators, cigarette, etc. Publish and obtain Council approval as required (City Clerk will assist)
- Prepare assessment letters as requested for title companies, lawyers, etc. regarding special assessments, delinquent sewer and water or other misc. delinquencies.
- Maintains routine day-to-day operations of City office.
- Any other tasks assigned.

Assists with the Essential Treasurer duties as directed including but not limited to:

- Provide variable support to the City Treasurer with all financial matters as directed
- Responsible for all accounting functions including journals, ledgers, and required reports per DOR, GAAP, the Public Service Commission, and other regulatory agencies.
- Responsible for management of City cash flows and receipts (City Treasurer will assist).
- Assist City Auditor with preparation of year end fiscal reporting to the DOR and PSC.
- Prepare tax information for the State and county, inform residents of annual taxes, keep accurate records of assessments, and real estate taxes (City Treasurer will assist).
- Prepare all miscellaneous invoices for the City.
- Prepare regular deposits for all money received.
- Prepare Accounts payable for City.
- Keep track of all City and Utility debt, meet loan requirements, process payments and balance accounts.
- Issue dog licenses

Assists with the Essential Zoning Administrator duties as directed including but not limited to:

- Issuing permits for structures and signs
- Assists in the interpretation of ordinances and amendments
- Assists in arranging public hearings and meetings of the Planning Commission and other related official Boards and Committees
- Attend Architectural Review Board and Zoning Board of Appeals meetings as needed
- Attend Planning Commission Meetings as needed
- Review and process conditional use, zoning, ordinance amendments and other permits as required by ordinance.
- Issues citations for violations of the zoning ordinance and amendments
- Provides written reports
- Assists applicants, realtors, and public works director
- Maintains files for all Zoning permit applications
- Prepares packets for various Zoning related committees
- Reports on land use issues to appropriate Boards (case law, etc.)
- Assists applicants in contacting state officials

Assists with the Essential Utility Clerk duties as directed including but not limited to:

- Manage and maintain all water/sewer utility accounts (City Clerk will assist)
- Prepare all water and sewer bills (City Clerk will assist)
- Receive and deposit all water/sewer utility collections
- Balances utility cash drawer and performs banking needs
- Gathers utility information for tax roll preparation
- Responsible for managing and maintaining all water/sewer utility account and updating software as needed

Other Duties and Responsibilities:

- 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, problems, operations, and recommendations for appropriate opportunities.
- Responsible for all Census coordination.
- Responsible for coordination of all municipal insurance policies.
- Assist in all personnel and payroll benefit information for employees.

Minimum Experience and Educational Qualifications

- 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 and Treasurer (or ability to obtain)
- Working knowledge of Accounting Software
- Must be eligible to be bonded
- Notary Public (or ability to obtain)
- Election Administration Certified (or ability to obtain)
- Board of Review Clerk Training
- Valid Driver's License

Additional Information

- This position requires a great deal of diplomacy in working with a variety of individuals who compromise a five (5) member council including the Mayor, individuals on committees, department heads, fellow employees, contracted individuals, state employees, and other professionals engaged by the City for services as well as the general public.
- This position performs a role in responsible communication, receiving and responding openly and positively to the public.
- Ability to multi-task on daily basis (performs accounting functions with telephone interruptions, customer walk-ins, and rotates between different changing priorities).

Physical Demands/Work Environment

- Frequent twisting and bending.
- Reach above and below shoulder heights.
- Ability to lift 50 pounds occasionally.
- Ability to move and relocate office/election equipment.
- Ability to sit at keyboard for extended periods.
- Generally, seventy-five percent (75%) of the workdays are spent sitting, twenty percent (20%) spend standing, and five percent (5%) spend moving, all percentages could vary depending upon duties performed that day.

Position Description Qualifiers and Employer Reservation of Management Rights

The duties enumerated above are intended only as illustrations of the various types of work that may be performed. This is not a detailed or complete listing of all duties and responsibilities. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Revised: 11/23/2024

CITY of BAYFIELD

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION

DATE OF APPLICATION: _____

Name:

Last

First

Middle

Address:

Street

(Apt)

City/State

Zip

Mailing Address:

Street

City/State

Zip

Contact Information:

(____) (____) _____

Home Telephone

Mobile Telephone

Email

Are you 18 yrs. of age or older? _____ Yes, _____ No

How did you learn about this job opportunity? _____

Position Sought: _____ **Available Start Date:** _____

Desired Pay Range: _____ **Are you currently employed?** _____

Hourly or Salary

EDUCATION

| Study | Name and Location | Graduate? – Degree? | Major / Subjects |
|---|-------------------|---------------------|------------------|
| High School | | | |
| College or University | | | |
| Military | | | |
| Specialized Training, Trade School, etc. | | | |
| Other Education | | | |

Please list your areas of highest proficiency, special skills or other items that may contribute to your abilities in performing the above-mentioned position.

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 _____