

**Town of Mukwonago
Administrator – Clerk - Treasurer
Job Description**

I. The position is designated as the Administrative Manager of the Town of Mukwonago. He/she is accountable directly to the Town Chairperson and must follow all written orders from the Town Chairperson and the Town Board that are not in conflict with state laws. The Administrative Manager is responsible for the overall performance of the Town's administration, inclusive of all finance, treasurer and clerk responsibilities. He/she is responsible for the supervision and evaluation over all aspects of Town administration including management of personnel and equipment. The Administrative Manager must keep in mind the following objectives to achieve the highest performance of Town governance:

- Supervision of all Town non-elected employees and maintenance of all records.
- Comply with all Federal and State statutes.
- Compliance with all local ordinances and laws.
- Be responsive to Town Chairman and Town Board.
- Effectively communicate with Town Board and the public.

II. Specific Qualifications

- A. Perform each essential job responsibility of Administrator, Clerk, and Treasurer satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions,
- B. U.S. citizenship,
- C. Valid Wisconsin Driver's License,
- D. Meet all certification and statutory requirements to perform responsibilities of Clerk and Treasurer, certified municipal clerk preferable,
- E. Bachelor Degree in Public Administration or related field, six (6) years of experience in municipal administration with at least three (3) years of experience as an Administrative Assistant, Executive Secretary, Town Administrator, or similar position; or any equivalent combination of education and experience,
- F. Must possess the ability to be Bonded
- G. Working knowledge of applicable computer systems and software, inclusive of financial analysis software,

H. Physically capable of lifting 15lbs, effective verbal and written communication skills, computer typing skills, and taking accurate meeting minutes.

III. Essential Position Duties and Responsibilities

A. Operations

1. Administrator

- General Responsibilities
 - a. Attend all Town Board, Plan Commission and Plan Session meetings
 - b. Address various groups to inform public of goals and operations of Town
 - c. Maintain good relations with citizens, Town officials, and other agencies
 - d. Assist Town departments and employees regarding work problems and administrative procedures
 - e. Coordinate periodic departmental and staff meetings
 - f. Establish, maintain update and enforce written policies, procedures, rules and regulations
 - g. Acts as Election Administration if Town resident to administrate, coordinate, supervise and conduct all aspects of the election held within the Town, inclusive of voter registration lists. If not Town resident, assist Deputy Clerk with election administration.
 - h. Acts as Secretary of the Board of Review, scheduling and coordinating the Board of Review process
 - i. Perform all duties assigned by the Town Board
- Personnel
 - a. Develop and update the organizational structure of department inclusive of its chain and unity of reporting authority and responsibilities as approved by Town Board.
 - b. Ensure all employees understand what is expected of them by providing effective communications with verbal and written guidelines
 - c. Establish goals and performance levels for employees and provide feedback on progress
 - d. Conduct hiring, promotions and terminations with Board approval. Promote the most skilled and qualified individuals to higher levels of authority and responsibility

- e. Conduct and encourage continuing education and training (inclusive of initial, ongoing, certification maintenance for national, state, and local levels)
- f. Assist with the professional development of Town personnel
- g. Conduct evaluations of non-elected Town employees. Meet one on one with employees to review job performance
- h. Maintain records and statistics on individual employees as part of evaluation
- i. Discipline employees when appropriate and per established policies and procedures
- j. Conduct evaluations more often if deficiencies are found
- k. Develop and maintain updated job descriptions for all employees
- l. Maintain compliance with national and state certification requirements
- m. Resolve conflicts among staff quickly and efficiently
- Compliance of Laws and Ordinances
 - a. Ensure all applicable laws and ordinances are complied with for the effectiveness of Town management and its operations
- Public Safety
 - a. Direct Town personnel as required to maintain safe public operations, inclusive of periodic safety training
 - b. Insure all safety work standards are complied with.
- Finance and Planning
 - a. Ensure preparedness for day to day operations
 - b. Ensure maintenance of facility including portions of the building occupied by the Town employees
 - c. Ensure appropriate supply levels maintained for the required operations of the Town
 - d. Ensure emergency plans are in place
 - e. Provide periodic needs projections regarding what impact growth of the community will have on the Town
 - f. Conduct all payroll functions and procedures per Town Board authorization
 - g. Insure all taxes are paid per regulatory requirements
 - h. Insure all employee benefits are administered per contract
 - i. Propose and justify requests for new equipment and/or personnel
 - j. Ensure purchasing guidelines are followed in the Town

- k. Compile and maintain annual budget preparations and documentation
- l. Compile, maintain and present monthly forecast and projections inclusive of cash flow, performance to annual budget and performance of any joint operations or individual department
- m. Conduct periodic reviews of Town insurance policies for maintenance and accuracy of coverage
- n. Investigate and prepare any grant applications and administer grants
- o. Compilation of financial records in preparation for annual audit and submission of data to auditor for compliance with WI State Statutes.

2. Clerk (per WI Stats 60.33)

- Clerk for Town meetings
- Clerk for Town Board
- Finance Book
- Elections and appointments
- Sale of real property
- Notices
- Records
- Licenses
- Street trade permits
- Schools
- Highways and bridges
- Notice of property tax revenue
- In general, performing all duties required by law.

3. Treasurer (per WI Stats 60.34)

- Receive and disburse town money
- Deposit of Town money
- Records
- Taxes

This job description does not constitute an employment agreement or contract between the employer and the employee. It is used as a guide for actions, is not limited to the above descriptions, and is subject to change by the employer as the needs of the employer and requirements of the job change.