

TOWN OF SPRINGDALE
TOWN ADMINISTRATOR/TOWN CLERK JOB DESCRIPTION

Primary Duties: Perform the statutory duties of the Town Clerk as provided in section 60.33, Wis. Stats., and other related statutes, as well as the duties contained in Town ordinances, resolutions and policies that may be enacted by the Town Board or Town Meeting. It is the responsibility of the Town Clerk to review, understand and follow these regulations as well as to keep abreast of any updates to them:

1. Clerk of Town meetings under section 60.15 Wis. Stats.:
 - a. Attend the Annual Meeting and all Special Town Meetings and keep a full record of the proceedings.
 - b. Publish and/or post any required notices and resolutions passed by the Town Meeting.

2. Clerk of the Town Board under section 6.33(2) Wis. Stats:
 - a. Assist in preparation of agendas and other notices.
 - b. Attend all Town Board meetings and keep a full record of the proceedings, including recording of all orders, resolutions and directions made at the meeting.
 - c. Publish and/or post any required notices and resolutions adopted by the Town Board.
 - d. File the accounts approved by the Town Board or allowed at Town Meetings and enter a statement of the accounts in the Town's record book.
 - e. File with the Town Board claims approved by the Clerk under sec. 60.44(2)(c) Wis. Stats.
 - f. Receive all legal claims filed against the Town and take appropriate action as determined by the Town Board and legal counsel.
 - g. Assist the Town Board in development of Town policy, including but not limited to, researching questions and obtaining information for the Board at their request.
 - h. Provide clerical support to the Town Board and complete other assigned duties as directed by the Town Board.

3. Financial duties:
 - a. In cooperation with the Town Treasurer, maintain a complete record of the finances of the Town, showing receipts, disbursements and any other information relating to Town finances as prescribed by the Town Board. Apply for the annual DNR recycling grant and refund of Federal diesel fuel tax and complete all required financial reports.
 - b. Receive bills and claims against the Town, examine and validate each document, verify appropriate budget appropriation, enter into the computer system and issue the order to pay the bill.
 - c. Compile timesheets, enter time into the computer system, maintain and update payroll records. In cooperation with the Town Treasurer, utilize the Marge software program for payroll and associated records.
 - d. Co-sign checks for all funds disbursed.
 - e. In cooperation with the Town Treasurer, assist the Town Board in the preparation of the annual budget to assure compliance with section 65.90 Wis. Stat.
 - f. In cooperation with the Town Treasurer, who is principally responsible for taxes, perform all tax preparation and collection duties required of the Clerk under Chapters 70-

79, Wis. Stats. This includes the preparation of mill rate information, special assessments and special charges for distribution to Dane County Treasurer for calculation of property taxes and production of the tax bills and the certification of the tax levy to the appropriate authorities.

4. In cooperation with the Deputy Clerk for Elections, who is principally responsible for elections, perform duties prescribed for local Clerks in the election laws, Chapters 5-12, Wis. Stats.

5. Publish and/or post ordinances and resolutions as required under sec. 60.80 Wis. Stats. and give notice of the Annual and Special Town Meetings as required by secs. 60.11(5) and 60.12(3) and Wis. Stats.

6. Act as custodian of the public records law with regard to records of which the Clerk is the legal custodian.

a. Responsible for all oaths, bonds, records, files, papers and property required to be deposited with the Office of Town Clerk.

b. Responsible for other books, records, papers and materials where not otherwise provided for by law.

c. Responsible for the disposal of obsolete records as authorized by state statutes and maintaining current Town records in a precise, orderly manner according to acceptable filing procedures.

d. Maintain the Ordinance Book, Resolution Book, Town Board Minute Book, Annual and Special Meeting Minutes Books, Plan Commission Minutes Book, minute books for all other committees/commissions and electronic records as required by law.

7. Issue licenses and permits as granted by the Town Board or authorized by the Town of Springdale Code of Ordinances upon presentation of a receipt from the Town Treasurer showing that any required fee has been paid.

8. Perform the Clerk's duties relating to public instruction under Wis. Stats. Chapters 115-121.

a. Within 10 days of the Clerk's appointment, report his or her name and post office address to each cooperative educational service agency, CESA, which contains any portion of the Town.

b. Report to the administrator of the CESA the name and post office address of each school district Clerk within 10 days after the name and address is filed in the Clerk's office.

c. Keep a map showing the boundaries of the school districts within the Town.

d. In cooperation with the Town Treasurer, apportion tax revenues collected by the Town for schools.

Other Duties:

1. Oversee day-to-day operations of the Town Hall and Town under the direction of the Town Board.

2. Provide citizens with information concerning licenses, Town business, finances and other matters of public inquiry. Refer citizens to the Town Board, Town Treasurer, Town Patrolman, Plan Commission, Deputy Clerk for Elections and Deputy Clerk to the Plan Commission for specific information as needed.
3. Log and expedite complaints and reports to appropriate person including Dane County Planning and Development and Zoning and Dane County Sheriff's Office.
4. Help citizens resolve complaints concerning Town services.
5. Perform routine clerical tasks, typing, photocopying, answering the phone and email messages.
6. Perform regular backups of computer data.
7. In cooperation with the Deputy Clerk, maintain the Town's website.
8. Handle correspondence and various legal documents.
9. Establish and maintain confidential personnel files on Town employees and other employment related records.
10. Provide information and assistance to the Town Assessor, Board of Review, Plan Commission, Building Inspector and other public bodies as necessary.
11. Provide information and assistance to the Town Patrolman to prepare required annual reports on road maintenance, prepare bids for roadwork, equipment, sand/salt, petroleum purchases and other contracts.
12. In cooperation with the Deputy Clerk to the Plan Commission, who is principally responsible for the Plan Commission activities, prepare for and follow up on the monthly meeting of the Plan Commission.
13. Attend training sessions, meetings and seminars as directed or scheduled by the Town Board.
14. Research local, county and state record files as dictated by the needs of the Town.
15. Other duties as directed by the Town Board.

General Provisions:

1. The Town Administrator/Clerk must take and file the official oath and bond as provided in section 60.31 Wis. Stats.
2. The Town Administrator/Clerk shall work with the Deputy Clerks, who must take and file an oath of office and official bond.

Qualifications:

1. Strong listening, verbal and written communication and organizational skills.
2. Strong attention to detail.
3. Ability to work professionally and congenially with a wide variety of people in multiple situations.
4. Ability to report events in an unbiased manner.
5. Independent decision-making skills and self-motivated work ethic.
6. Financial/budgeting experience in a business setting.
7. Respect for government service.
8. Demonstrated ability to read and understand legal documents and directives.
9. Respect for the law and a demonstrated ability to research legal issues.
10. Bondable.
11. Eligible to become a Notary Public.
12. Proficient in accounting software with demonstrated ability to learn Marge software.
13. Proficient in Microsoft Word, Excel, Outlook, Power Point and Internet Explorer.

Preferred Experience:

1. Bachelor's Degree in Public Administration or Business is preferred.
2. Prior experience in a public service position with significant experience in working with the public and keeping accurate and detailed records.

Physical Requirements:

1. Ability to sit or stand for long periods of time in a general office environment.
2. Some weeks require long, irregular hours and evening duties.

Normal Hours of Work:

1. The Town Administrator/Clerk is expected to work the hours necessary to complete the required duties within a flexible schedule. Average hours per week approximate 30, but hours can vary over the course of the year. The Town Administrator/Clerk may set their own schedule for the most part.
2. The Town Administrator/Clerk should work some hours regularly at the Town Hall with open office hours for a minimum of 4 hours a week. Official work may also be completed at home.
3. The Town Administrator/Clerk is expected to attend all regular Town Board meetings usually held the third Tuesday of the month, the regular Plan Commission meetings usually held the fourth Monday of the month, and the Annual Meeting usually held the third Tuesday of the month of April.
4. The Town Administrator/Clerk may be expected to attend other meetings, such as the annual budget work session and budget public hearing, as directed by the Town Board.
5. The Town Administrator/Clerk must be available to work in cooperation with the Deputy Clerk for Elections for election administrative duties and the Deputy Clerk to the Plan Commission for its activities.

Additional Information Regarding this Position:

1. Salary and benefits are flexible, depending on experience and education.
2. Send resume to the Springdale Town Chair, Mike Fagan, by email to townchairspringdale@gmail.com by March 25, 2020.
3. Questions may be directed via phone to Mr. Fagan at 608-212-8599.