

# Town of Wilson

## POSITION INFORMATION

Title: Town Clerk

Reports to: The Town Board

Annual Salary: \$40,000 - \$55,000

Job Status: Full-time

Work Week: Maintain office hours as established by the Town Board provided that Clerk must complete all job responsibilities notwithstanding applicable office hours; attend Town Board meetings; attend other meetings as deemed necessary

Vacation: Two weeks of vacation in year 1; one additional vacation day awarded in each of the years 2-6; three weeks of vacation in years' 6-10; four weeks of vacation after 10 years of service (The Town Clerk and Town Treasurer may not take vacation simultaneously.)

Health and Dental Insurance: Available

Retirement benefits: Enrolled in the ETF Plan

FLSA Status: Exempt

## PURPOSE OF POSITION

The primary purpose of the position is to serve the Town Residents and the Town Board. The position also assists in developing strategy, updating policy, improving internal processes and efficiency, and performing basic level human resource tasks.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- Perform statutory duties as per Wisconsin State Statutes Chapter 60.33 and any other State Statutes Chapters pertaining to the Town Clerk's duties and responsibilities. Includes but is not limited to managing the Town operations, serving as clerk to the town meeting and town board, maintaining the town's finance book, fulfilling elections duties, publishing notices, complying with all records laws, and issuing licenses and permits.
- Work closely with the Town Treasurer, Town of Wilson Chairperson and Town of Wilson Supervisors to improve the overall management, efficiency, effectiveness and value of all Town of Wilson resources and services.
- Work closely with the Town Chairperson to delegate and assign responsibilities to the Town Treasurer, Assistant (or Deputy) Clerk, and Sanitary District Administrator.
- Serve as the Clerk for Sanitary District No. 1 and Sanitary District No. 2.
- Serve as Office Manager of Town of Wilson.
- Backup the Treasurer's official duties, including payroll.
- Backup the Treasurer in Sanitary District No. 1 and Sanitary District No. 2.
- Assist the Board creating the annual budget.
- Communicate effectively with customers, employees, and other parties to answer questions, disseminate or explain information, take orders, and address complaints and requests.
- Establish and update policies, procedures and other records.

- Attend Town Board meetings, Town Sanitary District meetings, and other meetings as required.
- Attend local and state-wide related conferences and workshops as needed.
- Perform other related work as assigned by the Town Board.

#### KNOWLEDGE AND ABILITIES

- Ability to understand financial information and technology
- Basic knowledge of bookkeeping and recordkeeping
- Working knowledge of MS-Office Word and Excel
- Ability to analyze data and make decisions within an organizational framework
- Ability to research projects, make recommendations and write reports
- Ability and desire to learn new technologies, systems and concepts
- Ability to work independently, evaluate information and situations, solve problems, make decisions and adapt to changing circumstances
- Strong written and oral communication skills
- Strong customer service skills, including the ability to develop and maintain constructive relationships with staff and public
- Ability to demonstrate accountability, integrity, and a positive influence on others

#### PHYSICAL DEMANDS OF THE POSITION

- Sitting, standing and walking
- Talking and hearing; use of the telephone
- Typing, keyboarding, writing, filing, sorting, shelving and processing
- Mobility: occasional travel to meetings outside the town

#### ENVIRONMENTAL WORKING CONDITIONS

- Inside and outside work environment
- Flexible work hours including evenings

#### EQUIPMENT USED

- Standard general office machines
- Personal computers and peripherals

#### EDUCATION AND EXPERIENCE

- Associates Degree in business or related field
- Three years of job related experience