

Village of Colfax
Position Description
Village Administrator-Clerk-Treasurer

Department: Administrative
Location: Village Hall
Immediate Supervisor: Village Board

Union: NR
Date: June 2011

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I. GENERAL PURPOSE. Performs high level administrative, technical and professional work in directing and supervising the administration of Village government.

II. SUPERVISION EXERCISED: EXTENT. This position supervises over 30 employees, including full-time, part-time and casual part-time positions, directly or through subordinates.

III. ESSENTIAL DUTIES AND RESPONSIBILITIES.

A. Illustrative Listing. The following are illustrative of the essential duties and responsibilities of the position.

Administrator Primary Duties

1. Manages & Supervises:
 - a. administrative operations of the Village government including the monitoring of ordinances, resolutions, policies and state statutes.
 - b. personnel including grievances, counseling actions, etc.
2. Prepares:
 - a. reports relative to negotiations with collective bargaining units, recommends strategies and assist the Personnel Committee and labor counsel with negotiations.
 - b. grant applications and manages grant projects from implementation to close out
 - c. preliminary annual budget, in conjunction with appropriate committees, and submits the document for Village Board consideration. Administers the adopted budget.
3. Provides
 - a. leadership and direction in the development of short and long range plans; coordinates department activities with other departments and agencies as needed.
 - b. updates to the Village Board on financial conditions, plus current and future Village needs.
 - c. recommendations to the Village Board such measures as deemed necessary or expedient and prepares related reports as may be required by the governing body.
 - d. assistance to employees, as necessary, with preparation of studies, reports and related information for decision-making purposes.
4. Communicates the plans, policies and procedures approved by the Village Board to staff and the general public.
5. Attends all meetings of the Village Board & committees, as assigned.
6. In coordination with other staff and consultants:
 - a. develops long range financial plans, including tax increment districts and capital improvements plans.
 - b. serves as primary contact for industrial development, including industrial park land sale policies.

Clerk Primary Duties

1. Administers oath of office to public officials.
2. Develops/maintains centralized personnel records system, maintains related records and submits reports, supervises the preparation of payroll and maintenance of compensation records.
3. Manages & supervises:
 - a. cemetery lot sales, deeds, data base and related records.
 - b. conducting of elections, including voter registration, notices, ballot preparation and Election Day activities.
 - c. preparation and distribution of agendas, materials, minutes and records of meetings.
 - d. accurate recording of meeting proceedings, preparation of minutes, recording, indexing and filing for public record.
 - e. preparation and filing of ordinances and resolutions; and codification of ordinances into the municipal code.
 - f. preparation and advertising of bid and other advertisements, and legal notices of public hearings and special meetings.
 - g. issuance of municipal licenses and permits, including business, animal, liquor and various regulatory licenses.
 - h. website development and content.
4. Serves as Records Custodian of official records and public documents; performs certification and recording as required on legal documents and other records requiring such certification; seals and attests by signature to ordinances, resolutions, and contracts, easements, deeds, bonds or other documents requiring certification; catalogs and files all Village records.

Treasurer Primary Duties

1. Manages & supervises:
 - a. investment portfolio and cash flow.
 - b. preparation and maintenance of general ledger, accounts payable, accounts receivable, fixed assets and other financial records.
 - c. preparation and maintenance of payroll, compensation records, centralized personnel records system and related records.
 - d. receipts, assessments, liens, collections and monies deposited.
 - e. reconciliation of bank accounts
 - f. tax roll, collections and distribution of proportionate share of collections to taxing units.
 - g. insurance policies, including premium allocation, risk of exposure and claim filing.

Secondary Duties

1. Adjusts errors and complaints according to existing procedures.
2. Assures assigned areas of responsibility are performed within budget; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
3. Attends conferences and training relating to the position.
4. Communicates official plans, policies and procedures to staff and the public.
5. Develops department and employees, maintains harmony among workers and resolves grievances
6. Gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.
7. Maintains:
 - a. general safety of department employees through assessments of working conditions.
 - b. custody and control over department apparatus, property, records and equipment and recommends improvements to equipment and facilities, as needed.
8. Manages & supervises assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.
9. Provides:
 - a. leadership and direction in the development of short and long range plans.
 - b. professional input to supervisors; makes presentations to supervisors, boards, commissions, civic groups and the public.
 - c. public records and information to citizens, civic groups, media and other agencies.
10. Represents the Village in a variety of state, county, local and other meetings.
11. Serves as a notary public.
12. Assists subordinates in performing duties.
13. Performs other duties, as assigned by the Village Board.

B. Confidential Data. The incumbent has complete access to confidential data with no oversight.

IV. DESIRED MINIMUM QUALIFICATIONS.

A. Education. B.A. or B.S. degree in public administration, business administration or a closely related field.

B. Experience. Three years of experience in public administration with substantive human resources experience, including supervision of a minimum of two employees. The average incumbent will normally spend three (3) additional years in the position before becoming qualified in the position (assuming the incumbent possesses the prerequisite education). Therefore, six (6) years of experience with at least three years in the position are needed in order to be qualified in the position.

C. Substitution of Experience for Education. Any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year for year basis, will fulfill the requirements for education.

D. Necessary Knowledge, Skills and Abilities.

1. Working knowledge of:
 - a. computers and electronic data processing equipment/software including advanced skills with Excel and intermediate skills with Word and other specialized municipal software.
 - b. governmental accounting principles and practices.
 - c. municipal government administration.
 - d. municipal human resources, public works (including water and sanitary sewer utilities), public safety, recreation, cemeteries and community development.
 - e. state and federal laws relating to municipal government, including water and sewer utilities.
 - f. utility management including testing, reporting and fiscal rules applicable to public utilities.

- g. timeliness for testing, evaluating and future planning of infrastructure needs.
- h. modern office practices and procedures.
- 2. Skill in proper and safe operation of:
 - a. personal computers including word processing, data base, spreadsheet, email and scanning software, calculator, phone, copy machine, fax machine and other standard office equipment.
- 3. Ability to:
 - a. efficiently and effectively administer a municipal government.
 - b. prepare and administer municipal budgets, planning, directing and administering municipal programs.
 - c. prepare and analyze comprehensive reports.
 - d. research and create policies, ordinances, resolutions, memorandums, etc.
 - e. draft correspondence, minutes, forms, etc.
 - f. effectively negotiate contracts, including construction, acquisitions and labor
 - g. plan, organize, direct and administer municipal programs, including personnel and resources and monitoring outcomes to achieve desired goals.
 - h. carry out assigned projects to their completion.
 - i. communicate effectively verbally and in writing.
 - j. effectively meet and deal with the public.
 - k. establish and maintain successful working relationships with employees, Village officials and the public.
 - l. follow instructions, both oral and written.
 - m. perform arithmetic computations accurately and quickly.
 - n. speak, read and write the English language.
 - o. work under pressure, in stressful situations and/or with frequent interruptions.

V. SPECIAL REQUIREMENTS.

- 1. U.S. citizen
- 2. Eighteen (18) years of age or older at date of appointment
- 3. Wisconsin Driver's license, valid without record of suspension or revocation in any state – possess, or ability to obtain by date of appointment and maintain throughout employment
- 4. Felony or convictions or disqualifying criminal history – none within the past seven (7) years
- 5. Bondable
- 6. Notary Public certification – possess, or ability to obtain within six (6) months of date of appointment
- 7. Wisconsin Certified Professional Clerk ("WCPC") or Certified Municipal Treasurer of Wisconsin ("CMTW") and Certified Public Manager ("CPM") designation – possess or ability to obtain with five (5) years of date of appointment and maintain the certifications throughout employment

VI. WORKING CONDITIONS. The detailed analysis of the physical/environmental demands described in the attached Functional Physical/Environmental Evaluation are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

VII. SELECTION GUIDELINES. Formal application, rating of education and experience; oral interview, reference check and job related tests may be required.

Functional Physical/Environmental Evaluation of Position		
During a typical work week, this position is reasonably expected to perform the following tasks and/or be exposed to the following occurrences at the frequency indicated:		Definitions Seldom - hardly ever Occasional - a few times per month Frequent - a few times per week Regular - a few times per day or more
		Physician: In this column, please note employee's limitations, if any, to perform tasks or work with exposures listed.
Task / Occurrence	Frequency	
Sit	Regular	
Stand/Walk	Regular	
Push/Pull	Seldom	
Twist/Bend	Occasional	
Climb/Reach	Occasional	
Balance	Seldom	
Crawl/Kneel	Seldom	
Grasp/Grip	Frequent	
Repetitive Movements	Regular	
Ability to lift:		
5-25 pounds	Occasional	
26-50 pounds	Seldom	
51-100 pounds	Seldom	
Over 100 pounds	Seldom	
Exposure to:		
Loud Noise (e.g. heavy traffic, large contractor equipment)	Seldom	
Extreme weather	Seldom	
Extreme heat/cold (non-weather)	Seldom	
Wet/humid conditions (non-weather)	Seldom	
High/precarious places	Seldom	
Confined spaces	Seldom	
Fumes/airborne particles	Seldom	
Toxic/caustic chemicals	Seldom	
Moving mechanical parts/moving vehicles	Seldom	
Explosives	Seldom	
Bio-hazards	Seldom	
Electrical shock	Seldom	
Radiation	Seldom	
Vibration	Seldom	
Life threatening situations	Seldom	
Wear Protective Clothing/Equipment	Seldom	
Critical Incident Stress Situations	Seldom	

Vision Capability	Requirement of Position	Physician: In this column, please note employee has the vision capability.
Close Vision (clear vision at 20 inches or less)	yes	
Distance Vision (clear vision at 20 feet or more)	yes	
Color Vision (ability to identify and distinguish colors)	yes	
Peripheral Vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)	yes	
Depth Perception (three-dimensional vision, ability to judge distance and spatial relationships)	yes	
Ability to Adjust Focus (ability to adjust the eye to bring an object into sharp focus)	yes	