

CITY OF FRANKLIN
Job Description

Job Title:	Director of Clerk Services
Department	City Clerk
Reports To:	Mayor
Salary Level:	Salary Grade XI
FLSA Status:	Exempt
Prepared by:	Dana Zahn, Human Resources Manager
Prepared Date:	June 20, 2022
Approved by:	Common Council
Approved Date:	June 21, 2022

Summary:

Perform a variety of specialized and complex administrative duties as required by Wisconsin Statutes and as directed by the Mayor and Common Council by performing the following duties:

Essential Duties and Responsibilities:

Perform duties of City Clerk pursuant to §62.09(11), Stats.

Staff Support for Common Council, Official Boards and Committees:

Attend meetings (some of which may be beyond normal business hours) and provide staff support for the Committee of the Whole, Common Council, License Committee, Fair Commission, Board of Canvassers, Board of Review and other boards, commissions and committees as required and provide an accurate recording of the proceedings, and follow through with actions taken at such meetings; supervise the timely preparation and distribution of meeting agendas, minutes and other accompanying information for boards, commissions and committees; publish meeting minutes, official notices of public hearings and other information as required by law; assist in the preparation of resolutions and ordinances and codification/dissemination of the same; act as filing officer for financial interest statements and other ethics related matters; and oversee publication for contract bids for projects and bidder prequalification recordkeeping.

Official Records:

Serve as official custodian of all City records, public documents and the corporate seal of the City. Certify, attest and record legal documents; enter enacted ordinances and resolutions into the permanent record of the City; oversee the records and retention management of the official documents of the City; certify tax roll, assessment roll and other documents; maintain all papers and records open to inspection during normal work hours; accept claims for damages, lawsuits and other legal papers served on the City; administer oaths of office to elected and appointed officials and personnel; notarize documents for the City and the general public.

Elections:

Perform the duties required by Wisconsin Statutes relating to elections including overseeing the election process; serve as Filing Officer for the City; record/update voter registration information; educate the local candidates and the electorate on elections and procedures; arrange for polling places and recruit, train and supervise inspectors of election; prepare and distribute ballots, including absentee ballots and other supplies required for the conduct of elections; proper maintenance and programming of electronic voting equipment; serve on the Board of Canvassers and prepare official Board of Canvass statement certifying election results; prepare reports and recommendations for federal and state agencies, including census, as required.

Licenses:

Supervise permitting and licensing for intoxicating liquor, fermented beverages, food establishments, transient merchants, cigarette, soda, coin-operated machines, special events, and other licenses regulated by Wisconsin Statutes and Franklin Municipal Code. Regularly monitor fees, applicability of licenses and code requirements.

Assist the Fair Commission to oversee, establish and recommend rules and regulations governing St. Martins Fair and applicable permitting. Coordinate the operation and requirements for conducting the Fair.

Board of Review:

Serve as Secretary to the Board of Review which includes scheduling hearings, preparing and publishing notices, preparing documentation for Board members, recording and preserving records of all actions taken by the Board, notifying State of compliance with requirements of the proceedings, and preparation of notices of determination for property owners.

Maintain current knowledge of municipal government functions, federal laws, applicable statutes, rules and regulations or sources of information.

Carry out Mayoral and Common Council directives and prepare necessary correspondence. Provide secretarial and research support to the Mayor and Common Council.

Develop and administer department policies and procedures.

Coordinate operation of Weights and Measures Program with the State of Wisconsin.

Direct the Deputy City Clerk in monitoring hotel/motel tax reporting and complaint handling.

Supervise Clerk's Office telephone usage and information direction to the public and other departments. Supervise processing of incoming and outgoing mail for departments of the City, and supervise coordination of the City's information directory.

Oversee noxious weed complaint and processing operation.

Prepare and maintain budgets assigned to the Director of Clerk Services including the City Clerk, Elections, Sealer of Weights & Measure, St. Martins Fair, Weed Control and the Mayor/Common Council.

May be required to work additional hours to assist with election and licensing duties, or attend meetings as directed by the Mayor.

Other duties as assigned by the Mayor.

Peripheral duties:

Operate a vehicle to perform errands.

Ability to operate audio/visual equipment.

Keep well informed and proficient in computer skills and applications.

Supervisory Responsibilities:

Supervision of City Clerk employees, secretary, Weed Commissioner, and Inspectors of Election.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Bachelors degree in Business Administration or related field, five years municipal administrative/supervisory experience, or any combination of education and experience that provides equivalent knowledge, skills and abilities. Certification from the International Institute of Municipal Clerks is highly desired.

Language/Communication Skills:

Skill in diplomacy and interpersonal communications. Ability to read, analyze and interpret complex documents. Ability to write correspondence and other documents. Ability to effectively present information and respond to the most sensitive inquiries or complaints.

Mathematical Skills:

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of geometry. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

Reasoning Ability:

Ability to use functional reasoning in performing influence functions such as supervising, managing, leading, teaching, directing and controlling. Ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or multiple programs.

Computer Skills:

To perform this job successfully, an individual must become knowledgeable in spreadsheet software; word processing software; management of election software; and any other software needed to do the job duties listed.

Certificates, Licenses and Registrations:

Valid Wisconsin Drivers License.

Certification from the International Institute of Municipal Clerks is highly desirable.

Physical Demands:

The physical demands described here 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.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel, and talk and hear. The employee is frequently required to reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Other Qualifications:

Ability to utilize a variety of advisory data and information such as tax rolls, special assessment rolls, budgets, invoices, general ledger, audits, meeting agenda and minutes, legal notices, ordinances, resolutions, statement of taxes/assessments, spreadsheets, contracts, leases, agreements, plats, maps, municipal codes, State statutes, municipal officials' handbook, election manual, policies, procedures, guidelines and non-routine correspondence.

Evaluate work performance of subordinates; prepare performance evaluations; coordinate the evaluation of all employees within the department. Has the authority to effectively recommend hiring, promotion, transfer, discipline or discharge of employees.

Miscellaneous:

The duties listed above are intended only as illustrations of the various types of work that may be performed. 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.

The 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.