



136 North Monroe Street, Waterloo, Wisconsin 53594-1198
Phone (920) 478-3025
Fax (920) 478-2021

**PUBLIC NOTICE OF A COMMITTEE MEETING OF THE
COMMON COUNCIL OF THE CITY OF WATERLOO**

Pursuant to Section 19.84 Wisconsin Statutes, notice is hereby given to the public and to the news media, that the following meeting will be held:

COMMITTEE: FINANCE, INSURANCE & PERSONNEL COMMITTEE

DATE: September 4, 2014 TIME: 3:00 p.m.

**LOCATION: Council Chamber of the Municipal Building
136 N. Monroe Street**

to consider the following:

1. CALL TO ORDER AND ROLL CALL
2. APPROVAL OF PREVIOUSLY UNAPPROVED MEETING MINUTES
3. CITIZEN INPUT
4. UNFINISHED BUSINESS
 - a. 2015 Budget
5. NEW BUSINESS
 - a. Clerk/Treasurer Position
6. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
7. ADJOURNMENT

Mo Hansen
Clerk/Treasurer

Committee Members: Springer, Quimby and Griffin

Posted, Emailed & Distributed: August 28, 2014

PLEASE NOTE: It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above meeting(s) to gather information. No action will be taken by any governmental body other than that specifically noticed. Also, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request such services please contact the clerk's office at the above location.

TO: FINANCE, INSURANCE & PERSONNEL COMMITTEE
FROM: CLERK/TREASURER
SUBJECT: POSTING AN OPENING FOR CLERK/TREASURER
DATE: AUGUST 28, 2014

1. Below is a Job Announcement followed by a Job Description for the Committee's review and consideration.
2. Both would be posted to the municipal website with the announcement distribution to: Department of Workforce Development, Wisconsin League of Municipalities; Wisconsin Municipal Clerks Association; State of Wisconsin Jobs; the Courier and Madison.com.

CITY OF WATERLOO, WISCONSIN
CITY CLERK/TREASURER: JOB DESCRIPTION: QUALIFICATIONS AND DUTIES
*** 8/28/14 DRAFT ***

POSITION ANNOUNCEMENT:

The City of Waterloo Wisconsin (population 3,323) is seeking qualified applicants for the position of City Clerk/Treasurer. The position requires strong knowledge of governmental accounting, cash investments, tax billing and collection, payroll, records management, risk and property management, election procedures, benefits administration and record keeping of municipal proceedings, economic development and website maintenance. Computer skills are essential. Preferred qualifications include a Bachelor's degree in accounting, public administration or related field or a Municipal Clerk/Treasurer's Certification. Experience with Casselle government accounting software preferred. Three to five years of progressively responsible Clerk/Treasurer experience or a combination of experience and education that provides equivalent knowledge, skills and abilities. Starting salary \$50,000 - \$58,000 DOQ, with excellent benefits. For a job description visit: www.waterloowi.us. To apply send a cover letter, resume and five professional references by cityhall@waterloowi.us to Mayor Thompson, 136 North Monroe Street, Waterloo, WI, 53594

JOB DESCRIPTION: QUALIFICATIONS AND DUTIES

- (1) Qualifications. No candidate shall be qualified unless the applicant has the following qualifications:
- (a) Knowledge of the function, policies, laws and regulations of the offices of City Clerk and City Treasurer.
 - (b) Bondable.
 - (c) Passes a physical examination.
 - (d) Bachelor's degree from an accredited college or university with a specialization in public or business administration or an equivalent combination of experience, training, education and management background.
 - (e) Prior administrative, managerial, public relations and employee relations experience.
- (2) Appointment. The Finance, Insurance and Personnel Committee shall solicit applications for the position of City Clerk-Treasurer and shall review the applications and submit a list of at least three qualified candidates to the Council for initial interviews. The Council and the Mayor shall interview the selected candidates and select at least two candidates for a second interview. The Council shall then recommend one applicant to the Mayor for appointment.

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Personnel Committee the
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Insurance coverage.

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Employee Handbook:
<http://www.waterloowi.us/municipal/forms/employee%20handbook%20approved%2003-01-2013%20effective%2004-01-2013.pdf>

(k) ~~Supervise~~ the bookkeeping and accounting systems in all City departments so as to increase efficiency.

(l) Maintain a current personnel file for all City departments.

(m) Annually prepare, in conjunction with City department heads, the City budget for the Insurance and Personnel Committee, the Mayor and the Council.

(n) Act as purchasing officer for the City and formulate and place into operation any purchasing functions that would be economical and beneficial to the City in conjunction with the Insurance and Personnel Committee and with the Council's approval.

(o) Review and report to the Mayor, the Council and the Finance, Insurance and Personnel Committee the current fiscal status of the City and its departments, including any variations in the current fiscal status of the City and its departments.

(p) See that all City property and personnel are properly protected by adequate insurance coverage.

(q) Inform the Mayor and the Council concerning any proposed change in service rates for City taxpayers or City-located businesses which shall appreciably affect the extent, quality or cost of such service.

(5) In addition to the above-listed routine duties, the Clerk-Treasurer shall be responsible for the coordination of all long-term duration projects or duties assigned by the Mayor or the Council in the context of the annual budget process.

For details related to benefits and general terms of employment see the City of Waterloo Employee Handbook at <http://www.waterloowi.us/municipal/forms/employee%20handbook%20approved%2003-01-2013.pdf>