

**CITY OF WATERLOO
CITY CLERK/DEPUTY TREASURER
JOB ANNOUNCEMENT**

The City of Waterloo, Wisconsin (pop. 3,639) located in Jefferson County is accepting applications for career positions. Seeking a highly organized, professional, and experienced individual. The ideal candidate will demonstrate integrity, sound judgement, and exceptional interpersonal and organizational skills. Preferred candidates will have municipal government experience and/or sizable experience using Microsoft applications including Office 365 and associated applications. Accounting, communication and computer skills are required.

This role promises a variety of work duties, a team culture, the stability of working for a municipality and regular 8:00 a.m. to 4:30 p.m. Monday-Thursday and Half-Day Fridays year-round. Waterloo offers the Wisconsin Retirement System's highly acclaimed Retirement and Health Insurance programs, as well.

Interested Candidates should visit the City website for details: [Employment Opportunities | City of Waterloo](#)

Position will stay open until filled.

**CITY OF WATERLOO
CITY CLERK/DEPUTY TREASURER
POSITION DESCRIPTION**

Base Pay: \$65,000-\$70,000 pending qualifications

Performs all required statutory duties of the City Clerk as set forth in Wisconsin Statutes §§ 62.09 (11) and the City of Waterloo Municipal Code. Executes responsible administrative work maintaining the city's records, organizing, coordinating, and supervising the duties of the City Clerk's office and related work as required. The City Clerk role is also assigned Deputy Treasurer as set forth in Wisconsin Statutes §§ 62.09 (9) (f).

The Clerk reports to the Mayor and City Council. Appointment is the responsibility of the Mayor as recommended by the City Council per Code §§85-7(2). The Clerk will provide information on an advisory basis to the Mayor, City Council, and other department supervisors and perform such additional duties as may from time-to-time be directed by the Mayor or City Council. The Clerk is reviewed per ordinance §§85-9, after initial one year anniversary; this position is exempt; employment with the City is on an at-will basis.

To maintain consistency and availability for residents, department heads, elected officials and other staff members, the majority of hours worked in a week will range from 7:00 AM to 5:00 PM, Monday through Friday. Some evening meetings are required.

General Statement of Duties:

Administrative:

- Implements policies and directives of the Mayor and City Council.
- Assists citizens, outside agencies, developers, and staff in bringing matters to the attention of the Mayor and City Council for resolution.
- Liaison for City contracted services, such as but not limited to: City Attorney, City Assessor,
- Building Inspection, Economic Development, Engineering, and Humane Society.
- Act as purchasing officer for the City, formulate and place into operation any City-wide purchasing functions that would be economical and beneficial to the City.
- Process for supplier selection, review and approval.
- Act as public information officer for the city with the responsibility of ensuring that the public are kept informed about the operations of the city, via multiple media formats.

Accounting/Budget/Taxes:

- Assists the City Treasurer preparing the city budget and publishing budget hearing notices.
- Solicit Municipal Debt issuance bids.
- Tax collections; account reconciliation and verification.
- Monthly and year end account reconciliation review.
- Review and approval of all electronic transfers.
- Stay informed on county, state and federal legislation and of the availability of aids and grants, prepare and expedite applications for such funds.

Human Resources:

- Maintain a current personnel file for all City departments.
- Coordinate Payroll for processing.
- Employee Handbook, Collective Bargaining Agreements, Employment contracts
- Coordinates new City employees: a copy of the Employee Handbook and obtaining a signed statement of receipt; orients employees to fringe benefits options available to them; assists them filling out enrollment forms.
- Assists department heads and the Mayor with recruitment and job testing, including preparing job postings and advertisements, evaluating completed applications to determine those that best meet the desired education and skills, conducting applicant interviews, and contacting and evaluating references.

Elections:

- Responsible for the oversight and administration of the election process.
- Provides the appropriate notices and publications regarding the election.
- Conducts and report official canvass of election results.
- Recruits and trains Election Inspectors.
- Schedules & trains election Inspectors and special voting deputies at care facilities.
- Supplies official declarations of candidacy to those seeking local office.
- Reviews and checks for accuracy of all petitions and declarations of candidacy.
- Distributes election forms.
- Conducts testing of election machines.
- Responsible for organizing, scheduling, and setting up Election Day activities.
- Posts election activities

- Maintains poll lists, assists residents with voter registration, absentee ballots and all other necessary or required actions to conduct a free and fair election.
- When acting as the City Clerk, maintains a non-partisan persona and non-political stance on ballot issues.

Records, Permits & Licenses:

- Processes all permits, and licenses as required by the City excluding conditional use permits, building permits and historic preservation.
- Keeps the official files of the City. Responsible for the care and custody of the corporate seal of the City.
- Responds to requests by the public for information.
- Custodian of all municipal public records maintained including the
- City code, ordinances, resolutions, minutes of public meetings, contracts, intergovernmental agreements, legal opinions, and other similar documents.
- Organize, update, and maintain all electronic records. Directs staff on maintenance and storage of records.
- Updates all permits and forms regularly for accuracy, ease of use/understanding, and maintaining public access through various methods such as but not limited to websites, kiosks, and social media.
- Administers and maintains the accuracy of the website through file management, posting updates and editing.

Cemetery (currently one with limited need):

- Answers questions about lot sales and cemetery policies.
- Processes sales of lots and maintains lot ownership records, including acting as the primary cashier for cemetery transactions.
- Receives information for interments and maintains interment records.
- Receives questions and concerns about the operations of the cemetery and communicates them to the Department of Public Works Director.

Meetings:

- Attends meetings as directed by the Mayor and the Council and records the proceedings.
- Prepares agendas and public hearing notices and assembles other supporting documents for meetings of the council, the Board of Review and others as assigned.
- Responsible for ensuring that all public hearing notices are published in a timely fashion and that all agendas are posted in the designated locations in a timely fashion, distributed by email to requesting parties, and posted on the City’s web site.
- Responsible for meeting follow-up, including writing and publishing meeting minutes and posting such minutes on the City’s web site.
- Serves as secretary for the Board of Review.

Required knowledge, skills, and abilities:

- 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.
- Thorough knowledge of the functions and organization of municipal government and of the workings of the city council; good knowledge of administrative practices and procedures.
- Ability to coordinate and direct the functions and activities of local/municipal government.
- Ability to write clear and concise reports, directives, and letters.
- Ability to prepare official rules and proceedings.
- Ability to read, interpret, and apply provisions of laws, rules, and regulations; ability to perform difficult and responsible work with independent discretion.
- Ability to establish and maintain satisfactory working relationships with department heads and other City employees.
- Working knowledge of computers and electronic data processing, website management, and other modern office practices.
- Ability to exercise good professional judgment.
- Displays the highest of ethical standards in maintaining the public’s confidence and strives for the inclusion of the public, applicants, and staff.

The position description of the City Clerk/Deputy Treasurer 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.