

JOB TITLE: OFFICE MANAGER/DEPUTY CLERK

SUPERVISOR: Town Clerk/Treasurer

PURPOSE OF POSITION: This is a full-time position that will assist the Clerk/Treasurer with Town Board initiated projects, elections, and administrative tasks. This position will work closely with and reports to the Clerk/Treasurer.

ESSENTIAL RESPONSIBILITIES: The following duties and responsibilities are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Office Manager Responsibilities

- Supervising volunteers and office staff, providing certain training and education to staff and volunteers to promote knowledge, skill, collaboration, inclusivity, and positive community relationships.
- Manage administrative processes, office technology and security, physical spaces and workflow for continuous improvement. Make recommendations on office equipment and software needs. Make purchases for office supplies and upgrades.
- Maintain town website and social media. Assist with town newsletter to provide public education on town topics.
- Co-ordinate office coverage and cross training program to facilitate time-off for staff and continuity of services during absences.

Deputy Clerk Responsibilities

- Administer elections, provide notices, and test election equipment with oversight of the Municipal Clerk. Use the state's WISVOTE system to prepare for elections, register voters, send absentee ballots and other election related duties.
- Scheduling election workers, training, ordering supplies, registration, absentee, and in-person voting. Work open to close on Election Day.
- Attend Parks Commission meetings one evening per month and support parks projects.
- Work with boards, volunteers and stakeholders on town projects (examples of past projects are solar panel installation at the Highway garage, a program to reduce road salt and water softener salt, a leaf collection program to reduce phosphorous runoff

into area lakes, PFAS response and awareness campaign, emergency plans, green burial policy development, sanitary district renovations, and many others).

- Responsible for issuing permits, sending emails and letters for various Town purposes, and maintaining accurate records.
- Manage the organization of town records in accordance with retention schedules and respond to open records requests.
- Write grant applications and administer grant programs, like the town's recycling grant, parks improvement grants, and other grants that may be available.
- Support role for updates and implementation of Emergency Management Plans.
- Assist Clerk/Treasurer with tax collection.

TRAINING/EXPERIENCE REQUIRED:

- A combination of education and experience similar to a Bachelor's degree in business, political science or relevant field, office software skills, supervisory management experience, or experiences that provides equivalent knowledge.
- Proficient in written communication, public speaking, website and social media updates, database use, spreadsheet design, and multi-media presentation.
- Ability to obtain certification as a Certified Municipal Clerk (CMC) within five (5) years of appointment and maintain certification throughout employment.
- A valid Wisconsin driver's license or otherwise meet the transportation needs of the position.
- Ability to obtain notary public within one year and to be bonded.

PHYSICAL AND MENTAL REQUIREMENTS:

- Ability to learn new software applications and to navigate state, county and other websites to submit compliance documents, apply for grants, and provide information.
- Ability to exert moderate physical effort, lift 35 pounds, and work long hours a few days per year.
- Background check required
- Able to be bonded by the town for tax collection and Clerk duties.

Language Ability and Interpersonal Communications

- Ability to advise and provide interpretation to others on how to apply policies, procedures, and standards to specific situations.
- Ability to utilize a variety of advisory data and information such as ordinances, state statute books, municipal code, computer software operating manuals, written procedures and guidelines.
- Oral communication skills to effectively and professionally converse with attorneys, town employees, and the public.
- Excellent written communication skills for written work including reports on the impacts of proposals for the town board, policies and plans, written correspondence with attorneys, town employees, and the public.
- Ability to exercise careful judgement, decisiveness, creativity and sensitivity required in situations where problem solving might require consideration of many factors, multiple impacts and many possible outcomes.