

TOWN OF AUBURN

CLERK/TREASURER POSITION DESCRIPTION

Introduction

The purpose of this document is to provide a basis for an employment agreement between the Town of Auburn (a Wisconsin municipal corporation) and _____ (A Town of Auburn resident) regarding the position of Town of Auburn Clerk/Treasurer. The appointed position of Clerk/Treasurer was approved by referendum of Town of Auburn electors in November of 2018.

The employment agreement is not designed to address all areas of employment responsibility; the employment agreement provides general guidance and the parties anticipate that the employment agreement may be modified from time to time as required by law or to promote the efficient, effective and economical operation of Town of Auburn business and affairs.

Term of Agreement & Renewal

This employment contract shall be valid for an initial period of April 16, 2019 through December 31, 2022. The employment Agreement may be renewed by a majority of the then Board of Supervisors, for subsequent three (3) year periods effective January 1, 2023.

Inquiries to the Town

The Clerk/Treasurer is the public face of the Town of Auburn. As such, the Clerk/Treasurer is the principal Town contact for the public. As such, the Clerk/Treasurer must present a confident and professional profile for the public.

The Clerk/Treasurer is the Board of Supervisors' personal representative in dealing with the public. The Clerk/Treasurer must be courteous and honest with all members of the public, reflecting a no nonsense approach which portrays the highest level of personal and corporate integrity.

Public relations is, by far, the most important and critical aspect of the Clerk/Treasurer's duties and responsibilities.

General Duties & Responsibilities

The Clerk/Treasurer shall ensure compliance with all statutory and regulatory responsibilities as enumerated in Federal law and the various Federal codes. The Clerk/Treasurer shall also ensure full compliance with State Statutes, Administrative Code, rules and regulations. (See in particular Chapters 5 through 12, 19, 60, 66, 70, 79, 82 – 92, 103, 115-121, 184 and 985 of the Wisconsin Statutes and other statutes, administrative rules and policies and procedures as may be adopted from time to time.

The Clerk/Treasurer shall enforce and administer all local ordinances, resolutions, agreements, contracts and other policies and procedures approved by the Town of Auburn Board of Supervisors.

Agendas

The Clerk/Treasurer, in consultation with the Town Chairperson, shall develop the agenda for all meetings of the Town Board, annual caucus, budget hearing and annual meeting. The Clerk/Treasurer shall post a copy/notice of the agenda for all meetings at the Town Hall at least 48 hours in advance of such meeting, and 2 hours in case of emergency.

The Clerk/Treasurer shall also comply with all publication and/or posting requirements specified by State Statutes or as approved by the Board of Supervisors.

Meeting Minutes/Meetings Book

The Clerk/Treasurer shall attend all meetings of the Board of Supervisors and shall maintain a written record of the proceedings of all such meetings. In particular, the Clerk/Treasurer shall record all motions, amendments thereto and the ayes and nays of all votes regarding such motions or amendments thereto.

The Clerk/Treasurer shall prepare, within 15 work days following any meeting of the Board of Supervisors, a draft copy of the minutes from such meeting. The Clerk/Treasurer shall distribute a copy of the draft of minutes to each member of the Board of Supervisors for review and comment. The Board of Supervisors shall approve the minutes of all Board meetings at the subsequent meeting of the Board of Supervisors.

No minutes of any meeting of the Board of Supervisors shall be considered final until such minutes are approved by a majority of the Board of Supervisors.

The Clerk/Treasurer shall maintain, as a permanent record, a copy of all minutes approved by the Board of Supervisors. Such file shall be maintained in a chronological sequence.

Ordinances/Ordinances Book

The Clerk/Treasurer shall, in consultation with the Town Attorney and other persons as required, prepare and present proposed ordinances or amendments to existing ordinances, for the consideration of the Town Board.

The Clerk/Treasurer shall maintain an "Ordinance Book" which shall be comprised of all ordinances adopted by the Board of Supervisors and any amendments thereto.

Resolutions/Resolutions Book

The Clerk/Treasurer shall, in consultation with the Town Attorney and other persons as required, prepare and present proposed resolutions or amendments to existing resolutions, for the consideration of the Town Board.

The Clerk/Treasurer shall maintain a "Resolution Book" which shall be comprised of all ordinances adopted by the Board of Supervisors and any amendments thereto.

Contracts & Agreements

The Clerk/Treasurer shall maintain a "Contract File" which shall include a copy of all contracts and agreements approved by the Board of Supervisors. The Clerk/Treasurer shall counter sign all contracts and agreements approved by the Board of Supervisors.

Building Permits

The Clerk/Treasurer shall maintain a "Building Permit File" which shall include a copy of all building permits issued by the Town Board. The Clerk/Treasurer shall forward a copy of all building permits to the Town assessor at the conclusion of each year.

Driveway Permits

The Clerk/Treasurer shall maintain a “Driveway Permit File” which shall include a copy of all driveway permits issued by the Town Board. The Clerk/Treasurer shall forward a copy of all driveway permits to the Town assessor at the conclusion of each year.

Personnel Files

The Clerk/Treasurer shall maintain all personnel files for Town employees and officers. Such personnel files shall include employment applications, references, employment forms, personnel evaluations, complaints, disciplinary actions, health insurance forms, life insurance forms, retirement contribution forms and other documents related to employment with the Town of Auburn.

The Clerk/Treasurer shall take care to maintain the confidentiality of all information in the Town’s personnel files. Access to information contained in the Town’s personnel files shall be limited as required by law.

Town Web Sites

The Town Clerk/Treasurer shall be responsible for maintaining the Town website in accord with instructions from the Board of Supervisors. The website shall contain agendas, minutes, contracts and information of importance to Town residents.

Information Systems

The Clerk/Treasurer is responsible for the establishment, maintenance and enhancements of all information systems maintained by the Town, including computer and other information systems. The Clerk/Treasurer shall develop programs, policies and procedures to ensure the security of all information developed or maintained by the Town.

Oaths of Offices

The Clerk/Treasurer is responsible for administering and maintaining all oaths and statements of allegiance required by statute, ordinance or administrative rule which apply to all Town of Auburn officials and personnel.

Meetings

The Clerk/Treasurer shall attend all meetings of the Board of Supervisors, including all special meetings.

The Clerk/Treasurer shall also attend all budget meetings, hearings, the annual caucus and the annual meeting.

Publications & Notices

The Clerk/Treasurer is responsible for preparing and publishing notices in the local newspaper (or posted to the Town’s website) as required by law. Examples of items required for publication include ordinances, resolutions, ordinance and resolution amendments, budget amendments, certain meeting notices, annual budget summary and notices of elections among other notices.

Election Administration

The Clerk/Treasurer is responsible for the administration of all federal, state and local elections in accordance with Chapters 5 – 12 of the Wisconsin Statutes and rules and regulations adopted in

furtherance of such statutes. The responsibility includes the recruitment and training of election officials, the establishment of voting sites and procedures in consultation with the Board of Supervisors and the establishment and administration of voting tabulation procedures to ensure an accurate voter tally of election results. The Clerk/Treasurer is also responsible for the tabulation of absentee ballots and the maintenance of valid voter rolls.

Continuing Education

The Board of Supervisors understands that the efficient functioning of the position of Town Clerk/Treasurer requires knowledge of statutory and regulatory requirements; knowledge of issues and concerns facing the Town of Auburn; a flexible schedule designed to meet the needs of the Town's residents; and a commitment to obtaining additional education and skills as the duties and responsibilities of the Clerk/Treasurer continues to evolve as a result of new or modified federal and state statutes, program and rules and regulations.

The Board of Supervisors encourages the Clerk/Treasurer to complete the continuing education required to attain and maintain designation as a "Certified Municipal Clerk" through the Wisconsin Clerks Association.

Licenses and Permits

The Clerk/Treasurer shall issue such permits as authorized by law or as permitted by the Board of Supervisors. The Clerk/Treasurer shall collect and remit to the Town any fees associated with the issuance of such permits.

Board of Review

The Clerk/Treasurer shall be responsible for coordinating all activities related to the assessment of property in the Town. In this regard, the Clerk/Treasurer shall serve as a member of the Board of Review pursuant to Section 70.46(1m)(b) of the Wisconsin Statutes.

Finance/Accounting

The Clerk/Treasurer is responsible for maintaining the Town's accounting systems including general ledger, accounts payable, accounts receivable and fixed assets. The Clerk/Treasurer must maintain the accounting system in accordance with Generally Accepted Government Accounting Principles (GAAP).

The Clerk/Treasurer is responsible for ensuring compliance with the internal controls applicable to the Town's accounting systems.

The Town conducts the bulk of its financial activities through a primary checking account at a financial institution approved by the Board of Supervisors. All checks for disbursements must be supported by appropriate documentation. No payments shall be made without prior documentation. All checks for payments must be co-signed by the Clerk/Treasurer and one of the two authorized members of the Board of Supervisors.

Receipt Book

The Clerk/Treasurer maintains a "Receipt Book" in which all payments made out to the Town of Auburn are recorded. A receipt copy is issued to the payer of all payments made out to the Town of Auburn.

Grant Requests & Documentation

The Clerk/Treasurer, at the direction of the Board of Supervisors, prepares grant requests to local, state and federal units of government. The Clerk/Treasurer, upon receipt of any grant funds, shall be responsible for preparing and submitting required grant documentation.

The Clerk/Treasurer shall maintain a permanent file for each grant applied for and/or received.

Charges for Services

The Clerk/Treasurer shall be responsible for collecting charges for services as established by the Board of Supervisors from time to time. Such fees include, but are not limited to, driveway fees, public records fees, building fees, culvert fees, gravel and salt fees, sand royalty fees, managed forest withdrawal fees, agricultural use change fees and fees related to ordinance enforcement.

Annual Budget

The Clerk/Treasurer, in consultation with the Town Chairperson and members of the Board of Supervisors and such other advisors as approved by the Town Board, shall prepare and submit a proposed budget for the subsequent fiscal year. The proposed budget shall be presented to electors for approval in November of each year.

The proposed budget shall include all revenues and expenses including operational expenses, capital expenses, debt service payments (if any), contingency funds, and funds designated for future year expenses such as vehicle replacement funds.

The proposed budget must reflect a “balanced budget”, ie revenues must at least equal expenses. The proposed budget shall also include revenues and expenses associated with special revenue funds including road maintenance funds and sand mine royalty funds.

Monthly Financial Reports

The Clerk/Treasurer shall prepare monthly financial reports for submission and review by the Board of Supervisors. The monthly financial reports include, but are not limited to:

- Budget Comparison Report
- Treasurer’s Report
- Listing of Receipts and Disbursements
- Road Maintenance Activity Reports
- Sand Mine Royalty Activity/Impact Fee Reports
- Outstanding Debt Service Report
- Bank Reconciliation Report

Sand Mine Royalty/Impact Fee Accounts

The Clerk/Treasurer shall submit a monthly report to the Board of Supervisors regarding receipts, expenses and balances in the Sand Mine Royalty/Impact Fee Accounts of the following entities which have Operations Agreements with the Town of Auburn:

- Superior Silica Sand
- Taylor Creek

- DRT Sands, LLC

Road Maintenance Accounts

The Clerk/Treasurer shall submit a monthly report to the Board of Supervisors regarding receipts, expenses and balances in the Road Maintenance Accounts of the following entities which have Operations Agreements with the Town of Auburn:

- Superior Silica Sand
- Taylor Creek Sand
- DRT Sands LLC

Long-Term Financial Projections

The Clerk/Treasurer shall annually prepare a three (3) year financial projection which shall be submitted to the Board of Supervisors. Such long-term financial projections shall be developed as a component of the annual budget preparation.

The long-term financial projections shall include estimates of all major revenue and expense items as well as General Fund balances that are projected to exist at the end of each fiscal year.

Tax and Regulatory Reports

The Clerk/Treasurer shall prepare, file and maintain all payroll reports, financial reports and regulatory reports required by various federal, state, county and local agencies. Failure to timely prepare and submit any such required report shall constitute grounds for dismissal.

Annual Audit

The Clerk/Treasurer shall be responsible for coordinating activities and information associated with the annual audit of the Town of Auburn. Upon completion, the Clerk/Treasurer shall arrange for the audit firm to present its findings, including fund balances, budget compliance, internal controls, and any deficiencies in the Town's accounting and reporting systems.

The Clerk/Treasurer shall maintain a permanent "Annual Audit File" which shall include a copy of each year's audit report and management letter.

The Clerk/Treasurer shall develop a plan of action regarding the recommendations of the auditor and present such plan of action to the Town Board.

The Board of Supervisors shall monitor achievements related to the recommendations contained in the plan of action.

Public Records Custodian

The Clerk/Treasurer shall be the custodian of all Public Records for the Town of Auburn. As such, the Clerk/Treasurer shall comply with all aspects of Chapter 19 of the Wisconsin Statutes regarding the creation, retention and production of any Public Record created by the Town of Auburn.

The Clerk/Treasurer shall be in full compliance with the Public Records Policy and Procedures adopted by the Board of Supervisors and any amendments thereto which may be adopted from time to time.

The Clerk/Treasurer shall post the policies and procedures, including fees to be charged and collected, which apply to all requests for copies of public records. Such policies and procedures shall have been adopted by the Board of Supervisors prior to implementation.

Open Meetings Compliance

The Clerk/Treasurer is responsible for ensuring compliance with the Open Meetings Law. The Clerk/Treasurer shall advise the Board of Supervisors regarding such compliance.

Office Hours

The Clerk/Treasurer shall respond within 72 hours to phone calls, texts or emails, unless the Clerk-Treasurer notifies the Board of their absence. The Clerk/Treasurer shall also establish an expanded schedule of open office hours during the months of December and January of each year in order to accommodate the collection of property taxes from Town property owners. The Clerk/Treasurer shall publish and post the expanded office schedule no later than December 1 of each year.

Other Responsibilities/Duties

The Clerk/Treasurer shall be responsible for such other duties/activities as may be assigned or directed by the Board of Supervisors.

Compensation

The Clerk/Treasurer shall be paid an annual base salary of \$15,000 per year effective April 16, 2019. The compensation paid for subsequent employment periods shall be established as the base compensation multiplied by the percentage (%) increase granted to general employees of Chippewa County. Such increases in compensation shall be effective on January 1 of each year.

Such compensation shall be paid on a quarterly basis. The Town shall deduct from such compensation amounts to be paid for federal and state income taxes, social security taxes, Medicare taxes and such other amounts as may be required by law or authorized by the Board of Supervisors from time to time.

Per Diem Payments

The Clerk/Treasurer shall receive a "Per Diem Payment" of \$25 per meeting up to 4 hours and \$50 for meetings that are longer than 4 hours.

Expenses and Reimbursements

The Clerk/Treasurer shall be reimbursed for expenses incurred while attending or participating in authorized meetings, conventions and other gatherings. Any request for reimbursement shall be limited as follows:

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| -Mileage: | No greater than the per mile reimbursement authorized by the federal government from time to time. Currently - \$2.00 = .40, \$2.50 = .45,etc |
| -Meals | Breakfast - \$8.00 (including tip)
Lunch - \$12.00 (including tip)
Dinner- \$15.00 (including tip) |
| -Registration Fees | Actual Charges |

Annual Evaluation

The Board of Supervisors shall, in January of each calendar year, complete an evaluation of the performance of the Clerk/Treasurer during the previous twelve (12) months. The Clerk/Treasurer and the Board of Supervisors shall develop an evaluation methodology. The methodology shall emphasize opportunities for improvement.

The results of the annual evaluation shall be reduced to writing and the evaluation report shall be placed in the Clerk/Treasurer's personnel file.

Termination of Contract

The Board of Supervisors, in its sole discretion, may terminate the Clerk/Treasurer at any time. The reason(s) for the termination shall be communicated to the Clerk/Treasurer in writing. The Clerk/Treasurer shall be afforded an opportunity to respond prior to the effective date of the termination.

Resignation

The Clerk/Treasurer may resign from the position at any time. Provided, however, that the Clerk/Treasurer shall provide a notice of resignation at least thirty (30) days prior to the effective date of such resignation.

Basic Requirements/Experience

The Clerk/Treasurer shall demonstrate an ability to work independently in an office environment with a strong commitment to detail. The Clerk/Treasurer must possess exceptional interpersonal communication skills, strong written and verbal communication and organizational skills, ability to read and interpret business, financial and legal documents.

The Clerk/Treasurer shall be in possession (or able to obtain) a notary public designation. The Clerk/Treasurer shall have substantial prior financial/office management skills and meeting decorum skills including familiarity with Roberts Rules of Order.

The Clerk/Treasurer shall not be (or ever have been) convicted of a felony or money related crime in Wisconsin or any other State. The Clerk/Treasurer shall authorize an annual background survey to ensure compliance with this requirement.

Education

Applicants for the Clerk/Treasurer position must possess at least a high school diploma. The Town desires that applicants should possess a degree from an institution of higher education with an emphasis in accounting/finance, information systems or political science.

Driver License

Applicants for the Clerk/Treasurer position must possess a valid driver's license. In addition, applicants must have a viable means of transportation to accommodate both travel to and from the Town Hall and to remote sites as required.

Physical Examination – Drug and Alcohol Testing

The Town Board reserves the sole right and authority to require the Clerk/Treasurer to undergo drug and/or testing for illicit or illegal substances at any time the Board directs. Any person who tests positive for illicit or illegal substances shall not qualify for the Clerk/Treasurer position.

Prior Experience/Knowledge

The applicants for the Clerk/Treasurer position must possess prior, relevant government service, particularly in local government. Such prior experience includes knowledge and/or experience of election administration; experience with automated systems; experience and knowledge of the internet including the use of e-mail; governmental budgeting and accounting, parliamentary procedures.

Prior experience/knowledge also includes interpretation of statutes and administrative code provisions; experience in administering property tax systems including reconciliation; personnel administration; compliance with the "Open Meetings Law", compliance with the "Public Records Law", contract administration, preparation and maintenance of meeting agendas and meeting minutes; preparation of documents utilizing word processing technology;

Adopted This ____ Day of October, 2018

Paul Scheidecker, Chairperson_____

Ben Dachel, Supervisor_____

Louise Cody, Supervisor _____

Attested by:

Judy Misner/Clerk_____