

Position Title: Administrator-Clerk-Treasurer, Village of Merrimac

(serves also as Director of Public Works & Zoning Administrator)

Supervised by: Village President/Village Board

Responsibilities: Completes Village's administrative, financial, & statutory functions; supervises, mentors and directs three Village employees (Deputy-Clerk + 2 Maintenance-Operators)

Key Skills, Knowledge & Abilities:

- Apply daily hands-on leadership, management, supervisory and administrative skills
- Rapidly learn Village Code and Wisconsin Administrative Code & Statutes as they apply to the operation of Village government functions
- Conduct and supervise polls for local elections per Election laws and requirements
- Plans and builds Village's annual budget within accounting software for the 4 Major Funds
- Hands-on computer application skills including MS Word & Excel, WorkHorse accounting software, and web-based forms data entry
- Prepare, analyze and interpret financial statements and reports
- Plan, organize, assign and supervise work and training of subordinate employees
- Establish and maintain effective working relationships and coordinate with a variety of contractors and public officials at County, State, and Federal levels
- Prepare and maintain accurate records and reports per approved file destruction schedules
- Mechanical aptitude to learn and understand mechanical processes, equipment and infrastructure; to budget for and maintain, appropriately rebuild, or replace capital equipment
- Zoning administration: review and process Building Permit applications, coordinate with Village's contracted building inspector to meet state and local codes
- Coordinate with WI Public Service Commission and WI DNR on water utility rules and regulations for water utility operations (well, water mains, water tower, valves, meters, laterals, water utility rates, etc); ensure completion of water quality sampling requirements with monthly and annual online reporting; direct, plan for, and oversee maintenance of Village's public water utility operations; includes water well operations, distribution system (mains & valves) and water tower operations and maintenance
- Coordinate staff training, certifications and continuing education requirements for state certified water operators and Deputy Clerk
- Coordinate with WI DNR and contractors for licensing and maintenance of Village's wastewater (sewer) operations for a complex multimillion dollar system; includes collection system (mains, lift stations & controls), wastewater treatment plant operations, staff certifications and continuing education requirements for state certified wastewater operators; ensure completion of required wastewater sampling with monthly and annual online reporting

License/Certification Requirements:

- Valid driver's license; possess and maintain good driving record.
- Understanding of Wisconsin DNR Waste Water Operator certification requirements
- Understanding of Wisconsin DNR Water Works Operator certification requirements

Education:

- College Degree with business management, administration and accounting desired
- Training or experience in bookkeeping, budgeting, payroll, data entry and word processing
- Education or life experiences in engineering and/or mechanical equipment operations

Other Requirements:

- Background check: must be eligible for bonding; receive cash payments, make bank deposits, and supervise preparation of Village payroll and disbursements

Other Recurring Duties:

- Prepare official agendas for Village Board, Planning-Zoning, and committee meetings
- Attend all Village Board meetings and briefs the Board on pending actions and needs
- Record draft meeting minutes for all meetings and prepare final minutes for Board approval
- Notify all persons affected by official actions of the Board through appropriate means
- Administer all Village elections; ensure appropriate training & appointment of poll workers; ensure polling place with election equipment, notices & publications meet legal requirements
- Review, revise and draft ordinances and resolutions as needed for Board approval
- Prepare annual line-item budget and support materials for Village's 4 major funds
- Review & process licensing applications for Board approval as required by law
- Maintain records of licenses and permits granted by the Board
- Maintain records of Conditional Use permits granted by the Board
- Maintain record of Nonconforming Uses as identified
- Provide information to the public on elections, property assessments, ordinances/codes
- Coordinate and arrange for special assessments to be placed on property tax rolls annually
- Invest Village funds with approval of Village Board
- Coordinate with staff and contractors for recurring timely maintenance of all Village streets
- Pay federal and state payroll taxes online on a monthly basis; complete and submit quarterly federal tax forms, along with annual state and federal tax forms; prepare annual year-end W-2 forms for all Village staff & Board members; prepare annual 1099 Forms for contractors
- Collect property taxes for village, state, county, MATC and Sauk Prairie School District; pay these jurisdictions their proportional levies in January & August based on established guidelines
- Supervises preparation, calculation, approval and collection of monthly utility fees for water and sewer usage based on rates approved and set forth by WI PSC and the Village Board
- Prepare for and assist Village's contracted auditors in completing annual financial audit report, along with the annual WI PSC Water Report and the WI DOR Municipal Financial Report, Form C
- Coordinate with contracted appraisal service and Village residents for conducting property Assessments; coordinates scheduling, notifications, and holding annual Open Book and Board of Review to overcome contested property valuations
- Publish public hearing notices and coordinate meeting dates and agendas with Village Board, residents and news media as appropriate
- Review and sign approved legal documents and contracts for the Village
- Regularly inspect Village streets, parks, buildings, equipment, and infrastructure per established schedules; document key maintenance activities; maintain and update established 5-year road maintenance plan and wastewater maintenance infrastructure plan; identify, remove and replace dead trees as appropriate, within Village parks, street right-of-ways, public areas
- Lead committee & coordinate all activities in preparing for annual Merrimac Community Festival
- Nurture and maintain close liaison with neighboring municipality & county officials
- Keep Village Board informed on a variety of concerns and opportunities for Village benefit