



Minutes
Committee #2
Labor Negotiations, Personnel, Policy & Administration
April 17, 2018

Committee #2 met on Tuesday, April 17, 2018 at 8:30 AM in the Council Chambers, City Hall, 30 West Central Street, Chippewa Falls, WI.

Committee Members present: CW King and John Monarski. Absent was Chuck Hull.
Mayor/Other Council Members present: Mayor Hoffman, Rob Kiefer and Paul Nadreau.
Others present: Finance Manager/Treasurer Lynne Bauer, City Clerk Bridget Givens, Fire Chief Mike Hepfler, and Building/Zoning Inspector Paul Lasiewicz.

Call to Order: 8:30 am

1. **Open Session**
2. **Discuss extension of temporary work assignment for office help in the Inspection Department. Possible recommendations to the Council.**

Finance Manager/Treasurer Bauer advised that there is a provision in the City's handbook relative to temporary assignments being limited to a period of six months. It was requested that the temporary work assignment in the Inspection Department be extended until the end of the year. This will be reevaluated during future budget discussions.

Motion by Monarski/King to recommend Council approve extending the temporary work assignment for office help in the Inspection Department until the end of the year. **All present voting aye, motion carried.**

3. **Discuss revised job description for Deputy City Clerk. Possible recommendations to the Council.**

Clerk Givens advised that the Deputy Clerk will be retiring effective June 1, 2018. An updated job description was presented with the major changes being more involvement in the Finance and Administration Department.

Motion by Monarski/King to recommend Council approve the revised job description for the Deputy City Clerk. **All present voting aye, motion carried.**

4. **Discuss extension of temporary help in the Finance and Administration Office. Possible recommendations to the Council.**

Bauer advised that the former Fiscal Clerk II has been coming in once every couple of weeks to assist with reconciliations. Bauer would like to extend the request for temporary help until the end of July.

Motion by Monarski/King to recommend Council approve the extension of temporary help in the Finance and Administration Office until the end of July 2018. **All present voting aye, motion carried.**

5. Closed Session

Motion by Monarski/King to go into Closed Session under Wis. Stats. Sec. 19.85(1)(e) for "deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting public business with competitive or bargaining implications that require a Closed Session" to:

- a) **Discuss labor negotiation issues and strategy; and to include the Council Members, Mayor, Bauer, Hepfler and Givens; may return to Open Session for possible action on Closed Session item.**

Roll Call Vote: Aye – Monarski, King. Motion carried.

The Committee discussed Item (a) above.

Motion by Monarski/King to return to Open Session. **All present voting aye, motion carried.**

6. Adjournment

Motion by Monarski/King to adjourn at 8:44 am. **All present voting aye, motion carried.**

**Minutes submitted by,
Lynne Bauer, Finance Manager/Treasurer**

**City of Chippewa Falls
Job Description**

Job Title: Deputy Clerk
Department: City Clerk
Reports To: City Clerk
FLSA Status: Non-Exempt
Prepared Date: March 2018
Wage Rate: \$16.68/hr.

POSITION SUMMARY

This position provides administrative support to the City Clerk in accordance with statutory and legal requirements including, but not limited to, processing of licenses/permits, records management, interpretation of City ordinances, and other office-related responsibilities. This position also assists the City Clerk in all facets of election administration and the City Treasurer with Finance and Administration tasks.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions of this position are listed below and are representative of the knowledge, skill, and/or ability required. These are not to be construed as exclusive or all-inclusive. Other duties will be required and assigned.

- Operation of the City Clerk's Office in the absence of the City Clerk including preparation of agendas/minutes and attending meetings.
- Ensure that the duties and tasks of the City Clerk's office are handled as efficiently and economically as possible.
- Answer customer inquiries and complaints by telephone and in person in a professional and courteous manner.
- Assist City Clerk in election administration in accordance with state statutes and requirements prescribed by the Wisconsin Elections Commission including, but not limited to, voter registration, processing absentee ballot requests, and printing poll lists. Must be proficient in use of the WisVote election administration software.
- Process Special Assessment requests from various title companies/financial institutions including calculating interest and payoff amounts. Invoice and track record of payment accordingly.
- Process, sort, and distribute mail. Track outgoing mail fees for proper allocation by department.
- Prepare reports, business correspondence, forms, and various other materials as assigned.
- Assist in maintenance of all records including resolutions, ordinances, meeting agendas, minutes, etc.
- Process applications for all licenses and permits associated with the Clerk's Office (i.e. alcohol beverage licenses, taxi cab operator, refuse hauler, etc.).
- Order office supplies and maintain office supply inventory.
- Collect payments for City services ensuring that receipts are posted to the appropriate accounts (i.e., utility payments, building permits, etc.)
- Assist with Accounts Payable functions including preparation of bills for payment and compilation of the report of claims for Council approval.
- Reconcile and prepare daily bank deposits.
- Assist with administration of the City's website.
- Perform all other duties as required or assigned.

QUALIFICATIONS

- Interact with public in a pleasant, competent, and professional manner.
- Establish positive working relationships with other employees, elected officials, election inspectors, and the general public. Strong customer service and teamwork skills are essential.
- Knowledge of general City operations, policies, procedures, and ordinances.
- Communicate effectively both verbally and in writing.
- Comprehend, interpret or prepare a variety of documents such as legal notices, ordinances, resolutions, election reports, licensing reports, and meeting minutes.
- Process confidential information with discretion.
- Manage multiple tasks, meet deadlines, and work effectively under pressure. Ability to handle stressful situations.
- Retain information.
- Carry out assigned tasks and projects without detailed instruction and at times with minimum supervision.
- Considerable aptitude in the operation of a personal computer with proficiency in Microsoft Office Suite software programs including Word, Excel, PowerPoint, Outlook email and use of Internet. Ability to work with various software programs related to finance, licensing, and elections.
- Skill in operating office machines including typewriters, multi-line telephones, fax machines, calculators, and copiers.
- Perform data entry accurately and efficiently.
- Attend available workshops or educational sessions, as required.
- Attend occasional evening meetings.
- Record and deliver information, explain procedures and follow instructions.
- Use and interpret basic legal terminology.
- Ability to add, subtract, multiply, divide, and calculate decimals and percentages.

EDUCATION/EXPERIENCE

Associate's Degree in an Administrative Professional, Accounting, or Business Administration related field and at least four years of experience in a similar responsible position or the equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS

Wisconsin Certified Municipal Clerk designation desired.

Ability to obtain and maintain a Notary Public designation with the State of Wisconsin.

WORK CONDITIONS AND PHYSICAL DEMANDS

Work is performed in a general, temperature-controlled office environment and may require prolonged sitting, frequent bending, stooping, or stretching. May require lifting up to 50 pounds. Requires hand-eye coordination and manual dexterity. Requires the ability to distinguish letters or symbols. Requires the ability to adjust and operate office equipment. Acute hearing required.

INITIAL PROBATIONARY PERIOD

A successful candidate will be expected to serve a six-month probationary period and pass a background check.