



**Minutes**  
**Committee #2**  
**Labor Negotiations, Personnel, Policy & Administration**  
**October 15, 2018**

**Committee #2 met on Monday, October 15, 2018 at 8:30 AM in the Council Chambers, City Hall, 30 West Central Street, Chippewa Falls, WI.**

Committee Members present: CW King, Chuck Hull, and John Monarski.

Mayor/Other Council Members present: Rob Kiefer and Paul Nadreau.

Others present: Finance Manager/Treasurer Lynne Bauer, Police Chief Matt Kelm, and City Clerk Bridget Givens.

Call to Order: 8:30 am

**1. Open Session**

**2. Discuss revised job description for Inspection Department Office Assistant and options to fill the position. Possible recommendations to the Council.**

This position currently works two hours per day and was temporarily being filled by the Administrative Assistant from the Fire Department. She is no longer interested in filling the position. Prior to the City retaining West Central Wisconsin Regional Planning Commission to administer the Transit Program, this position also worked three hours in the Transit Office. It is unknown if the hours in the Transit Office will be required in the future if Transit is brought back in-house.

**Motion by Monarski/Hull** to recommend Council approve the revised job description for the Inspection Department Office Assistant and authorize the Finance Manager/Treasurer to fill the position. **All present voting aye, motion carried.**

**3. Closed Session**

**Motion by Monarski/Hull** 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 Committee/Council Members, Bauer, Givens, and Kelm; and may return to Open Session.**

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

The Committee discussed item (a) above and adjourned in Closed Session at 10:05 am.

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

# City of Chippewa Falls

## Job Description

Job Title: Office Assistant  
Department: Inspection and Zoning  
Reports to: City Inspector  
FLSA Status: Non-Exempt  
Prepared Date: October 2018  
Hourly Wage: To be determined  
Hours: 10 hours per week from 8:00 – 10:00 a.m.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive.

1. Perform secretarial duties such as typing, filing, data entry, photocopying, scanning, faxing, mail routing, etc. for the Department.
2. Serve as receptionist, answering the phone, handling inquiries from the public, providing information and guidance to the public in proper completion of applications and required materials for obtaining permits.
3. Determine proper fees for various permits.
4. Ability to locate specific properties and gather information from various maps including web based mapping.
5. Prepare materials for the Zoning Board of Appeals including agenda, notices, publications and related materials.
6. Direct general questions to the proper department.
7. Update department information on the city website.
8. Other duties as may be assigned.

## **EDUCATION AND TRAINING**

Minimum of high school diploma plus 1 year of post secondary education at either a business college, vocational college or 2-4 year university. Associate's degree preferred. Must have basic math skills with demonstrated proficiency in multiplication, division, and percentages.

## **COMPUTER SKILLS**

Must be proficient with Microsoft Office products and database programs. Working knowledge and direct experience with Microsoft Access databases including creating new queries and reports is preferred. Must be able to perform data entry using internet reporting programs.

## **PHYSICAL DEMANDS**

Occasional light lifting (50 pounds or less). Some bending and repetitious keyboard motion.

## **WORK ENVIRONMENT**

Typical office situation with little noise.

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## City of Chippewa Falls

### Job Description

Job Title: Office Assistant  
Department(s): Planning/Economic Development/Transit and Building Inspection/Zoning  
Reports to: Planner/Mass Transit Manager and City Inspector  
FLSA Status: Non-Exempt  
Prepared Date: 12/20/2006  
Salary: \$16.19 per hour  
Hours: Approximately five hours a day or 25 hours a week, some flexibility in scheduling

### ESSENTIAL DUTIES AND RESPONSIBILITIES

A. Under Building and Zoning Inspection (Approximately 10 hours per week):

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive.

1. Perform secretarial duties such as typing, filing, data entry, photocopying, faxing, mail routing, etc. for the Department.
2. Serve as receptionist, answering the phone, handling inquiries from the public, providing information and assistance to the public in proper completion of applications.
3. Determine proper fees for various permits.
4. Ability to locate specific properties on the assessor's map and determine the zoning district in which the property is located.
5. Prepare materials for the Zoning Board of Appeals including agenda, notices, and related materials.
6. Direct general questions to the proper department.
7. Other duties as may be assigned.

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B. Under Planning, Economic Development, & Mass Transit (Approximately 15 hours per week):

1. Perform regular secretarial duties such as typing, filing, data entry, photocopying, faxing, mail routing, etc.
2. Schedules meetings and appointments for Planner.
3. Explains the Shared Ride Taxi program and distributes identification cards, working closely with disabled and elderly participants. Keeps eligibility lists.
4. Composes routine replies to general inquiries and correspondence.
5. Serve as receptionist, answering the phone, handling inquiries from the public, providing information and assistance to citizens, routing economic development and planning questions to Planner.
6. Calculation and completion of spreadsheets and charts relating to planning & economic development projects.
7. At direction of the Transit Manager the position may be required to:
  - a. Complete the annual Federal Transit Administration (FTA) Operating Assistance Application (OAA).
  - b. Complete the annual Wisconsin Transit Bureau OAA.
  - c. Complete and verify State and Federal quarterly grant reports.
  - d. Provide data and complete State and Federal annual reports.
  - e. Enter data into the National Transit Data base report.
  - f. Assist the Director in assembling annual budget worksheets.
  - g. Prepare annual updates to the Shared Ride Taxi agreements.
8. Other duties as may be assigned.

## **EDUCATION AND TRAINING**

Minimum of high school diploma plus 1 year of post secondary education at either a business college, vocational college or 2-4 year university. Associate's degree preferred. Must have basic math skills with demonstrated proficiency in multiplication, percentages, and ability to compute cost per square foot accurately.

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Experience in grant administration and ability to read & interpret technical manuals is desired.

### **COMPUTER SKILLS**

Must have data entry skills, working knowledge or direct experience on Word, Access and Excel spreadsheets. Also must be able to perform data entry on Internet reporting programs.

### **PHYSICAL DEMANDS**

Occasional light lifting (20 pounds or less). Some bending and repetitious keyboard motion.

### **WORK ENVIRONMENT**

Typical office situation with little noise.