



15 South School Street, PO Box 273, Mayville WI 53050
Phone: 920.387.7900 Fax: 920.387.7919
WWW.MAYVILLECITY.COM

CITY OF MAYVILLE POSITION DESCRIPTION

POSITION TITLE: City Clerk/Administrative Officer

DATE: August 2023

REPORTS TO: Mayor

JOB PURPOSE: The City Clerk operates as a department head involved with various administrative, secretarial and financial work in accordance with applicable State Statutes and City Ordinances. The Clerk is responsible for the administration of the front office located at City Hall.

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

Meetings/Notices:

- Prepares meeting agendas for all City meetings (except Water/Wastewater Commission) with input/direction from Department Heads, Chairpersons and Mayor and distributes, faxes, e-mails, publishes and posts to the web as required.
- Attends all regular and special City Council and Council Committee meetings; performs an accurate recording of the meetings; prepares for publication of the minutes.
- Assists Police & Fire Commission with all clerical needs.
- Prepares Public Notices for Board of Appeals and mails to respective neighbors and Board members. Types minutes of proceedings.
- Prepares Public Hearing and Special Assessment notices to be published and mailed to property owners with estimated costs. Prepares final statements and sends to property owners.
- Processes petitions and related information for requests for rezoning, annexations, variations and special use permits. Responsible for sending appropriate notice to all neighbors and appropriate board/commission members.
- Serves as the Clerk for the CDA meetings including preparing agendas and minutes. Responsible for follow-up from CDA with regards to grants, CDA related programs and administration of the CDA.
- Coordinate/attend annual Ambulance Advisory meeting-prepare ambulance service agreements/contracts
- Coordinate/attend Joint Review Board-prepare minutes, TIF documentation (closing/creating)
- Posting/publishing all notices-brush, bulk, quorums, snow removal, landfill meetings, etc.
- Posting/publishing new employment opportunities (city-wide) Ads/indeed/websites/etc.
- Recording/broadcasting meetings



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Elections:

- Performs pre-election and election day duties including preparing and publishing notices of local elections; processing of absentee ballots; voter registration; preparation of voting machines and purchase of supplies.
- Responsible for training poll workers in the correct observance of election laws and regulations. Supervises poll workers on election day.
- Responsible for maintenance and accuracy of voter registration records. Prints poll lists for all elections.
- Create redistricting maps/boundaries

Licensing & Permits:

- Responsible for issuing all licenses including but not limited to Direct Seller's, Liquor, Beer, Cigarette, Operator's and Picnic licenses in accordance with applicable City ordinances and other regulations; Reports to the Department of Revenue the list of alcoholic beverage licenses and cigarette licenses issued.
- Coordination of Excavation Permits.
- Coordination of Occupancy Applications-inspections, contacts, permits

Taxes:

- Serves as Secretary for the Board of Review including review of the assessment roll for errors and omissions, prepares the Statement of Assessment, and works with the Assessor to update assessment roll as necessary. Prepares and delivers final determination statements to objectors.
- Assists with tax collections at City Hall and dog/cat license fees along with regular daily cash receipts.
- Maintains and updates the assessment roll with assistance of the Assessor and reviews with the Comptroller/Treasurer for accuracy.
- Help prepare annual newsletter and tax bill inserts

Administrative Tasks:

- Responsible for maintenance and updating of Employee Manual and Policy Manual.
- Prepares and files Resolutions and Ordinances and assures codification of ordinances into the municipal code book; Maintains Resolution Book and Ordinance Book and arranges for publication of adopted Ordinances.



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- Assure City's compliance with the Open Meetings Law and Open Records Requests.
- Responsible for all records management (including a central filing system of official City documents); performs certification and recording for the City as required on legal documents and other records requiring such certification; seals and attests by signature to ordinances, resolutions, and contracts, easements, deeds, bonds or other documents requiring City certification; catalogs and files all City records.
- Administers Oaths of Office to Public Officials.
- Shall have care and custody of the Corporate Seal.
- Responsible for preparation of City Directory.
- Serves as General Information Officer of the City in person and via telephone.
- Responsible for maintenance of office machines including phone system.
- Works with the Deputy Clerk to purchase or oversee the purchase of office supplies.
- Perform semi-annual performance reviews with employees, using performance evaluation tools provided by the City Clerk.

- Back-up for Comptroller Treasurer and Deputy Clerk in their absence. Must be proficient in duties of the Deputy Clerk/Treasurer including, accounts payable, mail handling, cash receipting, invoicing, payroll and notices.
- Oversee fire inspections and fire extinguisher inspections
- Competition of Bird-City renewals and program administration
- Administration of drug screens including new hire and random selections.
- Maintain anniversary dates and coordinate resolutions/service awards/plaques
- Certify 2% fire dues
- Responsible to maintain City Website, cable channel, Facebook page
- Manage city garbage contract/complaints
- Administration of WEDC-CDI Grants
- Oversee engineer during office hours and coordinate planning/zoning processes
- Coordination with Main Street Mayville/Chamber of Commerce
- Coordination contracts/purchases/sales of property
- Compliance with Census and organization of complete count committee
- Point of contact for city accounts including city credit card, internet, cable, etc.
- Point of contact for city festivals including Audubon Days & Rock & Boom. Along with the committees, coordination of contracts, donations, expenses. Responsible to maintain raffle license.
- Training/preparing incoming board members/Council members
- Other duties as directed by the Mayor or Common Council.
- All Clerk duties as required by Statutes.



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POSITION QUALIFICATIONS: Several years of responsible clerical experience, preferably involving money collection and records management. High School graduation plus the equivalent of two years of advanced education in clerical and computer science preferred. Any equivalent combination of experience and training which provides the required knowledge skill and ability.

DESIRABLE KNOWLEDGE AND ABILITIES: Knowledge of modern office and computer equipment, practices and procedures. Knowledge of Microsoft Office Software is preferred. Ability to assemble and organize data. Knowledge of the City Code and State Statutes governing the collection of taxes and special assessments. Ability to collect and account for money accurately. Thorough knowledge of State Election Laws and Procedures. Skill in dealing with the public diplomatically. Willingness to take the initiative in problem solving very desirable. Ability to obtain Certified Municipal Clerk (CMC) certification.

SUPERVISION/DECISION MAKING: This position supervises the Deputy Clerk position and oversees the duties of the Comptroller/Treasurer. Decisions affect operation of the entire City. Receives administrative direction, sets own standards and works within overall policies, goals and budget limits with direct accountability of final results.

INTERACTION: Frequent inside and outside contacts with co-workers, immediate supervisor and taxpayers. Contacts involve corrections or adjustments where some tact is essential to resolve minor problems.