



**Position: Village Administrator/Clerk**

**Reports To: Village Board**

**FLSA Status: Exempt**

**Purpose of the Position**

The Village Administrator/Clerk is responsible for conducting all Administration and Clerk functions for the Village of Raymond including coordinating all office functions, elections, record keeping, meeting administration, payroll, accounts payable, invoicing, licensing, budgeting, and support for all community development initiatives.

**Essential Functions**

Carry out the duties as specified in §61.25 of the Wisconsin Statutes for a village clerk and any other related duties as specified by the Village of Raymond Board.

Establishes and maintains positive relationships with all village employees, elected and appointed officials, customers, governmental agencies, and the community in general.

Ensure that the proper notice of agendas and meeting packets for all meetings are prepared and posted in accordance with state statutes and ordinances.

Manages and oversees all election administration including but not limited to, processing absentee voting requests, mailing of ballots, maintains election registrations and database to include voter information and histories and maintaining permanent absentee voter records.

Creates material and organizes poll worker training. Ensures all election staff are trained to the standards of the WEC and Statutory requirements.

Responsible for payroll processing, reporting and records.

Responsible for accounts payable in coordination with Village Treasurer.

Invoices for village services and professional reimbursement in coordination with Village Treasurer.

Updates and maintains village website, village-wide newsletters, and social media.

Responsible for day-to-day general office duties including reception duties, mail distribution, providing general information, ordering of office supplies and any other supply needs for village hall as requested.

Coordinates and oversees the printing, publication and distribution of all official village correspondence including press releases, legal notices and notices sent to residents.

Responsible for issuance of licenses and the maintenance of related records.

Responds to all open records requests.

Responsible for Village insurance programs, including liability and property, workers compensation, health and life insurance.

Drafts resolutions and ordinances when required.

Attends all Village Board meetings and records minutes.

Prepares documents for annual audit in coordination with Village Treasurer

Carries out all actions and directives of the Village Board which require administrative implementation or where the President and/or Village Board have so directed.

Creates, maintains, and analyzes the annual operating and capital budgets including monitoring the day-to-day administration and coordination of all departments, operations, and business affairs of the Village of Raymond

Perform the duties of personnel director, managing other Village employees in the employment, training, and evaluation of all Village personnel in accordance with the Village's policies and applicable laws.

Prepares reports and recommendations for the Village Board, committees, and commissions on operational or policy matters before them and on any other actions necessary to improve the overall health, safety, and welfare of the Village of Raymond.

Establishes and maintains procedures to facilitate communication between citizens and village government to assure that complaints, grievances, recommendations, and other matters receive prompt attention and to assure that all such matters are expeditiously resolved.

Promote the economic well-being and growth of the Village through public and private sector cooperation, ensuring consistency with the Village's Comprehensive Plan.

Remain current on all Federal, State and County legislation and administrative rules affecting the Village and submit appropriate reports and recommendations thereon to the Board including but not limited to grant applications and other potential financial resources.

Represent the village in matters involving legislative and inter-governmental affairs as authorized and directed by the Village Board.

Acts as the Village's public information officer at the direction of the Village Board.

Oversee all contracts for the purchase of equipment, supplies, and property to ensure compliance with the village's purchasing policy and contract provisions and assist with bid preparation, analysis and compliance as requested.

Works with the Village Engineer in the preparation of engineering plans and specifications, bidding, competency of contractors and vendors, and the selection criteria for public contracts.

Work with the Village Engineer and Zoning Administrator in overseeing project management for the construction of municipal public works projects to ensure contractor compliance with time and budget parameters for the contract.

Assists in the planning for future development.

Serves as secretary for the Board of Review.

Files reports with the Wisconsin Department of Revenue related to the assessment of Village real and personal property.

Certify the Village's Road mileage annually with the Wisconsin Department of Transportation.

Serves as the custodian of Village asset's records.

Assists with the collection of property taxes and annual dog licensing.

Administers oaths of office for public officials.

Functions as a Wisconsin Notary Public.

Ensures compliance with all Village policies and procedures as well as create policies and procedures as required by the Village Board.

Other related duties as may be assigned by the Village Board

### **Education, Training and/or Experience**

Minimum of a bachelor's degree with an emphasis in public administration or related field. Experience in public sector as an administrator/manager or assistant administrator/manager with solid experience and orientation to the activities and operations of a Village highly preferred. Related experience or training OR an equivalent combination of education, training and/or experience may be considered in place of bachelor's degree. WCMC and IIMC certifications preferred plus experience and training which provides the following knowledge, abilities, and skills:

1. Provide strong administrative leadership, counsel, and support to the Board, being adaptive to changing personalities and styles of group interaction.
2. Ability to commit to goal-setting and strategic planning processes.
3. Ability to set goals, plan, organize, implement, monitor, and meet deadlines independently as well as in a team setting.
4. Possess knowledge of financial management abilities, including financial forecasting, and budget control.
5. Possess solid personnel management and employee/labor relations skills.
6. Have knowledge of land use, zoning, planning, and development/redevelopment principles and practices.
7. Be familiar with, interpret, and apply organizational policies, laws, rules, and regulations.
8. Ability to accomplish work and multi-task using organizational skills, delegation of authority and sound judgment while maintaining a high degree of accuracy and efficiency.
9. Ability to effectively communicate through correspondence, speeches, and reports for presentation to public groups and the Village Board.

10. Ability to respond rapidly and effectively in emergency situations demonstrating stable and mature judgment.
11. Ability to respond to common inquiries or complaints from the public, regulatory agencies, or staff members.
12. Ability to effectively and tactfully present information and respond to questions of citizens, fellow employees, and the Village Board.
13. Ability to explain, demonstrate and clarify to others within well-established policies, procedures, and standards.
14. Ability to maintain and foster cooperative working relationships with peers, supervisors, and the public.
15. Ability to maintain confidentiality of all Village matters.
16. Ability to utilize various office and computer equipment and programs.
17. Ability to work irregular and/or extended hours.
18. Ability to maintain regular, predictable, and punctual on-site attendance.

### **Physical Demands**

Generally, the physical demands of this position are like those encountered in a typical office environment, such as the need to sit, talk, hear, stand, walk, or use hand-eye coordination. This includes repetitive activities such as the use of a computer. The employee is occasionally required to reach, stoop, kneel, bend, crouch, or crawl. The employee must occasionally lift, carry, push and/or pull (with assistance) up to 50 pounds.

### **Work Environment**

Generally, the work environment of this position is like those encountered in a typical office environment. The employee is occasionally required to work or perform duties outdoors. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and irate individuals. The noise level in the work environment is usually low to moderate.

### **Selection Guidelines**

Formal application; review of education and experience; oral interview and reference check. Job related tests and professional references may be required. The Village reserves the right to promote from within if qualified candidates are currently in its employ. All applicants may be required to submit to a medical examination prior to appointment, consistent with the requirements of the position. Background checks of local, state or federal authorities will be conducted for all applicants.

Nothing in this job description limits the Village's right to assign or reassign duties and responsibilities to this job at any time. The job description may be changed at any time by the Village. The duties listed above are intended only as illustrations of various types of work that may be performed. The omission of specific statements or duties does not exclude them from the position if the work is similar, related, or logical assignments to the position. All essential functions must be performed in a manner satisfactory to the Village.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

The Village of Raymond is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities.

### **Salary and Benefits**

Starting Salary as determined and approved by the Village Board of \$75,000 annually. Full benefits package including Wisconsin Retirement System.