

Appointed Town Clerk Duties & Responsibilities – Town of McMillan, Marathon County, WI

Reports to the Town of McMillan Board of Supervisors

Direct Supervisor: Town of McMillan Chair

General Hours:

- Established and published office hours; approximately 30 hours per week
- Elections: 7am or earlier until the election is completed
- Evening hours to accommodate attendance at all meetings of the Town Board and Town Electors, Board of Review, and any other workshops or meetings scheduled by the Town Board
- Any additional hours necessary to complete the responsibilities of the position as required by law in a timely manner

Key Responsibilities:

- Serve as Clerk to the Town Board and maintain official Town records, minutes/agendas, resolutions and ordinances
- Manage all municipal financial functions including accounting, payroll, financial reports and assistance with any audit approved by the Town Board
- Prepare and publish required notices, reports and agendas; Call for Bids, RTFs
- Oversee public record requests and compliance with open records and open meetings laws
- Administer local, state and federal elections in compliance with Wisconsin Statutes. Must be able to achieve WisVote Certification to administer all phases of elections
- Ability to compose necessary resolutions, ordinances and agreements as directed by Town Chair and/or Town Board
- Work positively with board members, committee members, staff and the public
- Friendly, customer service oriented when interacting with town residents and public
- Excellent communication skills throughout all aspects of position
- Ability to work independently and with self-motivation
- Positively work with Town Treasurer to complete yearly in-house audit of town financial reports in preparation for presentation to Town Electors at meetings
- Able to learn and stay up to date with continued education and new rules/statutes
- Flexible schedule for meetings, elections, and workshops
- Detail oriented when completing tasks such as municipal finances, record keeping and maintaining compliance with reporting requirements and due dates

Qualifications:

- Minimum of 4 years' municipal office experience; including demonstrated Clerk and Municipal Accounting background
- Advanced knowledge of Wisconsin Municipal Law, elections, budgeting and open records/open meetings
- Strong organizational, analytical, and verbal and written communication skills
- Proven management of confidential information
- Advanced knowledge of QuickBooks and Microsoft Office software
- Ability to update and maintain town website, and online information systems as directed by the Town Board
- Ability to obtain Certification as Municipal Clerk

Compensation:

The Town of McMillan offers a competitive salary commensurate with experience.

Interested candidates should submit a resume and professional references to:

Town of McMillan
Attn: Town Chair Deb Derfus
113904 Elm Tree Road
Marshfield, WI 54449
dderfus@charter.net