



# City Clerk – Deputy Director of Administrative Services

Class Code:  
110-4 (CC-2)

Bargaining Unit: Non-Union Exempt

CITY OF APPLETON  
Revision Date: January 10, 2023

## **SALARY RANGE**

\$81,024.00 - \$121,536.00 Annually

## **NATURE OF WORK:**

This is an appointed management position of the Administrative Services division of the Legal and Administrative Services Department. The Clerk, as an officer of the City, is responsible for numerous functions associated with that office as enumerated in sec. 62.09(11) of the Wisconsin State Statutes. In addition, the Clerk is responsible for managing the division's daily internal and external services including election planning, ensuring compliance with State and Federal election laws, financial management, records administration, coordination and distribution of meeting agendas, attending Common Council meetings and recording of meeting minutes, managing various statutorily required publication requirements and managing general administrative services delivered by staff

Work involves supervising subordinate department staff, hiring and training part-time election staff, preparation and administration of division's portion of the operational budget, and providing support to City Departments. The incumbent works under the general direction of the City Attorney.

## **JOB FUNCTIONS:**

### **ESSENTIAL JOB FUNCTIONS**

- Plans, organizes, assigns and supervises work of Administrative Services Division staff to ensure various internal and external services are carried out effectively including election administration, administration of various licenses and permit applications and issuance, coordination, publication and distribution of meeting agendas, administering legal publications on behalf of other departments.
- Administers personnel activities for division staff including employee goal setting, performance evaluations, disciplinary actions and facilitating employee growth and development.

- Oversees and directs the planning and conduct of all elections including hiring, training and supervising election workers, entering agreements to secure polling places, monitoring changes in State and Federal election laws and certifying the election results.
- Responsible for evaluating and determining election equipment used and the selection of voting locations to ensure compliance with State and Federal election laws as well as determining the level of staffing and supplies required.
- Responsible for overseeing the voter registration process within the City of Appleton and the maintenance of related records in compliance with State and Federal election laws.
- Attends all Common Council meetings, administers the electronic voting system, and keeps records of the Council proceedings.
- Coordinates and is a participating member of a Redistricting Committee comprised of staff and elected officials to review Census information and recommend adjustments to election district boundaries.
- Attends all meetings of the Safety and Licensing Committee and other committee meetings as required.
- Coordinates the Board of Review meetings to satisfy statutory timing requirements regarding meetings and hearings, receives training to ensure the Board complies with State mandated requirements, provides training to other Board members, , acts as a voting member of the Board and ensures that various statutory procedural requirements are satisfied by the Board throughout the meeting cycle.
- Establishes, directs and manages the system used for maintenance of records as the official record keeper of all City records.
- Responsible for determining the administrative process and issuing of multiple types of municipal licenses. Establishes the administrative process for the application, review, issuance and administration of over 30 different licenses issued by the City.
- Responsible for administering the granting and issuance of alcohol licenses. Advises applicants on permitted activities under each license type and manages the demerit point system for alcohol license holders. Reviews state statutes and recommends modifications to the municipal code to adhere to changing state alcohol laws.
- Oversees the operations of the Mail/Copy Center
- Coordinates the preparation and publication of the City's legal notices for various City departments.
- Advises regarding open meeting/open record requirements according to Wisconsin Statutes. Evaluates when there could be potential quorums (or quorum issues) of the Boards/Commissions/Committees of the City, Drafts and posts Quorum Notices as appropriate.
- Administers oaths and affirmations to elected officials.
- Administers the process for collecting competitive bids for public works projects and bidder pre-qualification record keeping.
- Acts as liaison between the public and other government officials, conducts media interviews and attends other public events.
- Responsible for the care and custody of the corporate seal.
- Maintains regular punctual and predictable attendance, works extra hours as required including, but not limited to, attending Common Council meeting sand committee meetings as required, and election administration.

#### **OTHER JOB FUNCTIONS**

- Coordinates document maintenance and storage and oversees maintenance of storage area.

- Serves on advisory committees and attends regularly scheduled Deputy Director meetings.
- Prepares, presents and maintains the Administrative Services division budget and coordinates with the City Attorney to develop and maintain the Legal Services Department budget.

## **REQUIREMENTS OF WORK:**

A Bachelor's degree in Business, Public Administration, Records Management or related field is preferred. WMCA Wisconsin Certified Municipal Clerk, IIMC Certified Municipal Clerk, WMCA Wisconsin Certified Professional Clerk, or IIMC Master Municipal Clerk certification desirable, with at least six years' experience also preferred; or any combination of experience and training which provides the following knowledge, abilities and skills.

- Thorough knowledge of election laws and procedures and ability to monitor and respond to changes in the law.
- Ability to forecast and strategically plan for anticipated voter turnout and absentee ballot requests by securing adequate personnel and resources to administer each election.
- Thorough knowledge of state statutes and Appleton Municipal Code relating to the administration of City government.
- Thorough knowledge of parliamentary procedures, committee work and council proceedings.
- Good management skills including the ability to train, supervise, motivate and evaluate staff and coordinate all functions performed by them.
- Strong leadership skills including the ability to plan, recommend and support major and minor changes within the department and the city.
- Ability to offer budgetary documentation within the guidelines of the city structure; ability to prepare, support and defend the recommended operating budget of the department's division.
- Ability to coordinate the updating and maintenance of various files and records.
- Ability to work under pressure and meet strict deadlines.
- Ability to communicate effectively, both orally and in writing, with personnel at various levels within and outside the organization including news media and outside agencies.
- Skill in dealing with the public and department personnel and establish effective working relationships with the public, news media, city officials, outside agencies and others.
- Skill in the preparation and interpretation of complex oral and written communications.
- Possess and maintain a valid Wisconsin driver license.

## **SUPPLEMENTAL INFORMATION:**

### **COMPETENCIES**

Communication  
 Staff Development (mentoring)  
 Motivate  
 Problem Solving  
 Adaptability/Flexibility

To learn more about these competencies click [here](#)

