

**CITY OF EDGERTON  
CITY HALL  
12 ALBION STREET  
PERSONNEL COMMITTEE**  
Monday, November 29, 2021 at 5:30 p.m.

**NOTICE:** The above referenced meeting will also be live streamed on a Zoom platform: To view the meeting, please select the link to the meeting listed on the **calendar events** on the City website's home page at [www.cityofedgerton.com](http://www.cityofedgerton.com). Due to occasional technical difficulties, citizen participation via Zoom may not be possible.

1. Call to Order; Roll Call.
2. Confirmation of Meeting Notice posted Wednesday, November 24, 2021.
3. Consider November 15, 2021 Meeting Minutes.
4. Consider personnel policy manual amendments.
5. Consider job descriptions for clerk and treasurer positions.
6. Consider going into Closed Session pursuant to Wis Stat. 19.85(1)(c) "Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility." Discuss and consider filling the City Clerk position.
7. Adjourn.

cc: Mayor  
Department Heads

All Council Members  
Newspapers

**NOTICE:** If a person with a disability requires that the meeting be accessible or that materials at the meeting be in an accessible format, call the City Administrator's office at least 6 hours prior to the meeting to request adequate accommodations. Telephone: 884-3341

**NOVEMBER 15, 2021 PERSONNEL COMMITTEE MEETING MINUTES  
CITY OF EDGERTON**

Chairperson Candy Davis called the meeting to order at 5:00 p.m.

Present: Jim Burdick, Sarah Braun and Candy Davis

Others Present: City Administrator Ramona Flanigan, City Clerk/Treasurer Cindy Hegglund, Municipal Services Director Howard Moser, Police Chief Robert Kowalski, Library Director Kirsten Almo, and a number of city employees.

Hegglund confirmed the meeting notice was properly posted on Friday, November 12 2021. Agendas were posted at Edgerton Post Office, Edgerton Public Library and City Hall.

**MINUTES:** A Jim Burdick/Sarah Braun motion to approve the September 20, 2021 Personnel Committee meeting minutes passed on a 3/0 roll call vote.

A Sarah Braun/Jim Burdick motion to approve the September 22, 2021 Personnel Committee meeting minutes passed on a 3/0 roll call vote.

**TENURE POLICY:** Included in the 2022 budget were funds to increase wages for any employee with at least 10 years of service to 25 percent of the wage range. Previous discussions suggested providing additional step increases that would allow employees to reach 80% of the wage range. It was suggested to have tenure increases at 15, 20 and 25 years of service. Employee would have the opportunity to obtain certifications at any point in their career to access 20% of the wage range.

A Candy Davis/Sarah Braun motion to set the tenure policy for hourly employees to provide step increases at 15, 20 & 25 years at evenly divided steps up to 80% of the wage range with satisfactory level of performance passed on a 3/0 roll call vote.

A Candy Davis/Sarah Braun motion to include in the tenure policy the option for hourly employees to obtain 2-3 certifications, relevant to their job, equating to 20% of the wage range passed on a 3/0 roll call vote.

A Candy Davis/Jim Burdick motion to set the tenure policy for salary employees to provide step increases at 15, 20 & 25 years at evenly divided steps up to 80% of their wage range with satisfactory level of performance with merit increases for the remaining 20% passed on a 3/0 roll call vote.

**POLICY MANUAL AMENDMENTS:**

**Compensatory Time:** Currently the police officers are the only employees offered comp time for over time worked. Staff suggested offering comp time to all employees up to 40 hours. These hours can be paid out at time and a half or banked to be used as time off equal to hours worked.

A Candy Davis/Sarah Braun motion to approve the amendment to section 5.2.1 Compensatory time of the Personnel Policy Manual passed on a 3/0 roll call vote.

**In charge Pay:** Occasionally the director of a department will need to appoint someone to be in charge when they are out of the office. In charge pay is currently \$0.75 per hour. Our current staff has 2

employees who receive in charge pay for all hours worked. Staff suggests in charge pay be built into the base wage for these employees. For other employees who are put in charge by a supervisor, in charge pay at \$0.75/hour will be added to the wage.

A Candy Davis/Jim Burdick motion to approve the amendment to section 5.5 In Charge of the Personnel Policy Manual passed on a 3/0 roll call vote.

Health Insurance: The Committee recently discussed changing the health insurance premium contribution from a flat rate to a percentage. Currently the employee pays a flat fee which equates to 7.3%. This change will not effect 2022 contributions.

A Jim Burdick/Sarah Braun motion to approve the amendment to section 5.7 Insurance Eligibility and Enrollment; Health Insurance of the Personnel Policy Manual to change employee contributions for health care premiums from a flat rate to 7.3% passed on a 3/0 roll call vote.

Personal Time Off: The change being proposed for the leave time policy is converting vacation, personal and sick time to a PTO bank for all employees hired after December 31, 2011. This policy was drafted to give those employees more flexibility in the use of their leave time. The PTO would be accrued per pay period and would be available with the issuance of their first paycheck.

Jim Burdick would like the PTO Use section to be amended to say the supervisor may ask for documentation when PTO is taken due to illness and there has **not** been prior approval or **has been** denied time off.

A Jim Burdick/Sarah Braun motion to approve amendments to section 5.8.1 Personal Time Off of the Personnel Policy Manual as amended passed on a 3/0 roll call vote.

**REORGANIZATION OF CLERK TREASURER POSITION:** The current City Clerk/Treasurer will be retiring in February 2022. Staff would like to start the recruitment process for her replacement. There are a couple of alternatives for the reorganization.

The first alternative is to split the Clerk/Treasurer position into two separate positions. This is a more common arrangement in other communities. There are members of the current staff that have been training to be clerk. This would allow for a part time treasurer and another part time position to support with the succession to the Administrator's position.

The second alternative is to keep the position a combined position and advertise for a full time Clerk/Treasurer.

A Candy Davis/Jim Burdick motion to approve splitting the Clerk/Treasurer position passed on a 3/0 roll call vote.

A Jim Burdick/Sarah Braun motion to post the open clerk's position internally passed on a 3/0 roll call vote.

**CLOSED SESSION:** Candy Davis/Sarah Braun moved to go into closed session pursuant to Wis Stat. 1985(1)(d): “Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session”. Consider WPPA union contract. The motion passed on a 3/0 roll call vote.

Being no other business before the Committee, a Candy Davis/Sarah Braun motion to adjourn passed, all voted in favor.

Ramona Flanigan/wjl  
City Administrator

### 5.8.1 Personal Time Off (employees hired after December 31, 2011)

Personal Time Off (PTO) is a benefit which combines traditional sick leave, vacation time, and personal time into a singular package known as PTO. The employee can use hours from his/her PTO bank at his/her discretion provided that the supervisor or department head has approved the request. The purpose of PTO is to provide employees with flexible paid time off from work that can be used for such needs as vacation, personal or family illness, doctor appointments, school, volunteerism, and other activities of the employee's choice. Full-time and part-time employees working a minimum of 30 hours per week and hired after December 31, 2011 are eligible to earn Personal Time Off (PTO).

The Library Board may adopt alternative regulations regarding leave time. Police Department Lieutenants will follow language in working agreements regarding leave time.

#### Accrual

PTO days are accrued with each pay period up to a total annual amount of 31 days. In addition to the PTO accrual described below, on January 1, 2022, employees will accrue the prorated share of vacation days earned from his/her 2021 anniversary date to December 31, 2021.

An employee is eligible to accrue PTO time upon issuance of their first paycheck. Each employee earns PTO every pay period based upon each calendar year and 26 pay periods per year. Starting on January 1, 2022, employees will accrue PTO each pay period, based on 1/26 of the total of the following: 21 PTO days plus 5 additional PTO days on the first anniversary and one additional PTO day each anniversary up to a maximum of 31 days for hourly employees; or 26 PTO days and one additional day thereafter each anniversary until a maximum of 31 PTO days for Department Heads and Lead Management Staff.

#### PTO Use

Employees may use time from their PTO bank in (15) fifteen--minute increments. Because the nature of the work varies within departments, some department heads or supervisors may stipulate that all PTO must be used in increments that are greater than (15) fifteen minutes.

Employees shall be allowed to use PTO as requested provided that supervisory approval is received. When an employee is requesting PTO time for personal illness or injury, the employee must report the need no later than the normal starting time of the workday shift, except in cases of emergency or development of the illness during work hours. As a condition of granting PTO time for a request that was not pre-approved, the City reserves the right to require the employee submit a doctor's statement verifying the illness or injury when an employee uses more than ten unscheduled PTO illness days in a twelve-month period or more than three unscheduled PTO illness days in a row; when a pattern of unexcused absenteeism exists; or when it is in the best interest of the City. A supervisor may ask for documentation when PTO is taken due to illness when previously requested PTO was denied for that day.

Employees are responsible for maintaining enough PTO time for scheduled vacations. It is required that all PTO be used before unpaid leave is allowed. PTO banks will not be allowed to run in the negative. Leave time taken when no PTO bank is available will be unpaid leave.

No more than 40 hours of PTO can be carried over after an anniversary date if requested in writing. The PTO carried over must be used prior to the subsequent anniversary date. Unused PTO in excess of 40 hours that has not been converted to the Leave of Absence Bank at the employee's anniversary, will be forfeited unless a Supervisor and the City Administrator approves additional carry over due to special circumstances. PTO will not be paid out.

### Leave of Absence Bank

Each employee may, at their anniversary date-, convert no more than 96 hours of accrued PTO into a "Leave of Absence" bank that may be used in accordance with the Family Medical Leave Policy. All requests for leave conversion shall be submitted in writing-

Upon termination, employees are paid for the PTO they have accrued through the end of employment. If an employee is eligible to receive retirement from the Wisconsin Department of Employee Trust Funds, compensation and leave payout will follow Section 4.9 (3.) of this policy.

PTO leave for Regular part-time employees scheduled for a minimum of 30 hours per week are eligible for PTO and will be pro-rated based on scheduled hours of work.

Example: An employee is scheduled to work 30 hours per week. To pro-rate PTO:  
30 hour scheduled per week ÷ 40 full time hours per week = 75%.  
8 full time hours per day x 75% = 6 hours per day allowed for PTO.

## **5.9 Holidays**

Regular full-time and part-time employees are eligible for holiday benefits upon employment with the City as follows:

All regular full-time and part-time employees other than library employees including the Chief of Police and lieutenants, excluding all other Police Department Employees covered under their Union Contract:

New Year's Eve Day	Independence Day (July 4 <sup>th</sup> )	Christmas Eve Day
New Year's Day	Labor Day	Christmas Day
Thanksgiving Day		
Memorial Day	Friday after Thanksgiving Day	

Except as noted below, if a holiday falls on a Saturday, the holiday will be observed on Friday and if the holiday falls on a Sunday, the holiday will be observed on a Monday. If Christmas Eve and New Year's Eve falls on a Sunday, the holiday will be observed on the Friday before.

Regular part-time employees' averaging a minimum of 30 hours per week are eligible for holiday pay. Holiday pay is pro-rated based on scheduled hours.

The Library Board will establish the holiday schedule for the library. Library employees shall be granted holiday pay when a holiday falls on a day that would normally be a workday for them; employees will be paid for the hours they would have worked.

## **5.10 Sick Leave (employees hired before January 1, 2012)**

Regular full-time and regular part-time employees scheduled for a minimum of 30 hours per week on a pro-rated basis, are eligible to earn and use sick leave. Part-time employees eligible for sick leave will have hours pro-rated based on the scheduled hours of work.

## 6.4 *Salary and Classification Plan*

### Annual Increases

1. **Across the Board:** The City reviews salaries of non-represented employees on an annual basis. The City Council shall determine the across-the-board annual increase for non-represented employees and communicate this to the City Administrator prior to commencing the annual increase process. In determining the across the board increase the Council shall consider among other factors, the cost of living, the increases given to represented employees and the financial position of the City.
2. **Wage Ranges:** The Committee will establish appropriate pay ranges for each position considering the employee's job responsibilities by reviewing compensation packages of the following: employees in similar communities having like job responsibilities and other non-exempt employees within the City. Pay ranges are not based on individual performance and longevity. The City reserves the right to place newly hired employees within the wage range based on previous experience.
3. **Tenure Advancement;** The City will offer increases based on tenure based on the following: Acceptable performance based on an evaluation by the employee's supervisor; and the financial position of the City

Tenure increases for non-represented, non-exempt employees will be as follows:

- Annual step increases for the first 10 years of service to attain 25% of the adopted pay range at the 10<sup>th</sup> year of service. For this section, years of service is based on actual hours worked assuming 2080 hours equates to 1 year of service.
- Step increases at 15, 20 and 25 years so that the employee attains 80% of the approved wage range at 25 years of service.
- Certification Pay for approved certifications equal to up to 20% of the pay range. Certifications must be maintained to remain eligible for certification pay.

Tenure Increases increase for department heads and lead management staff will be as follows:

- Annual step increases will be provided for the first 10 years of service to attain 25% of the adopted pay range at the 10<sup>th</sup> year of service.
  - Step increases at 15, 20 and 25 years so that the employee attains 80% of the approved wage range at 25 years of service.
  - Merit pay equal to up to 20% of the pay range. Merit pay will be based on the employee performance rating from the employee performance evaluation procedure (see Section 4.7). Based on this information, the Committee will determine the appropriate wage for the individual.
4. Working supervisors in the Police Department will be given salary increases in accordance with the approved salary resolution.

**JOB DESCRIPTION  
CITY CLERK**

**DEPARTMENT:** Administration

**CLASSIFICATION:** Exempt

**REPORTS TO:** City Administrator

**REVISION DATE:** November 29, 2021

**GENERAL NATURE OF POSITION**

The City Clerk is responsible for carrying out the duties of City Clerk as set forth by Wisconsin Statute 62.09(11). Work involves maintaining/recording all official functions and actions of the City Corporation and its Mayor and Council. The Clerk must ensure that all City records are maintained in a centralized filing system, which provides prompt accessibility by receiving, compiling, and processing all of the official City documents and maintaining an effective filing system.

**ESSENTIAL JOB RESPONSIBILITIES:**

**Treasurer**

- Fulfill the duties of the City Treasurer as set forth in the Wisconsin Statutes 62.09(9) and the duties of the City Comptroller as set forth in the Wisconsin Statutes 62.09(10).
- and file reports with the State of Wisconsin. Report regularly to the City Administrator, Finance Committee and Common Council on the current fiscal position of the City and the current status of expenditures relative to the City Budget and assure that all municipal funds are deposited in interest bearing accounts whenever possible.
- Reconcile special assessments, general ledger accounts, and utility billing.
- Supervise bank reconciliation, journal entries, grant programs, fixed assets, and sales tax.
- Serve as manager of the Municipal Cemetery.
- Supervise the complete accounting systems of all City Departments and insure that such systems employ the most modern methods possible within financial limitations.
- Supervise the purchase of all material, supplies and equipment for which funds are provided in the budget.
- Manages investments of City funds in accordance with investment policies and goals of the City Council and local, state, and federal regulations. Reviews bank statements.
- Record keeping, billing, collections, banking, investments, accounting and financial reporting of all City Operations.
- Oversees the reconciliation of cash drawers.
- Develops and implements improvements to internal control and financial reporting procedures as necessary or as requested.
- Oversees preparation of check vouchers for payment of approved bills.
- Assists Administrator with the preparation and compilation of the annual budget.
- Files financial and other reports with various state agencies.
- Maintains a central accounting system for the City government and all departments in a manner consistent with accepted municipal accounting principles and practices.
- Reconciles various accounts, including but not limited to: lottery credit, reimbursement funds, bank statements, cash and investment funds, insurance, donation funds, etc.
- Leads the annual audit



### Clerk

- Responsible for care of and is the custodian of Corporate Seal. Maintains all official City documents and files.
- Provides documents to public when requested in accordance with open meeting law.
- Maintains files on all City records, ordinances, resolutions, and fiscal information.
- Publishes all legal notices, maintains files, preserves all contracts and bonds.
- Administers oaths of office and affirmations.
- Attends meetings, takes minutes, and maintains files of the City Council and other official boards and commissions. Prepares and oversees proper posting of and distribution of agendas for meetings
- Prepare resolutions as directed.
- Keep records of proof of publication.
- Provide information to City Council pertaining to meeting procedures.
- Attend professional meetings, seminars and conferences to keep informed of current developments and submit recommendations to improve the municipal government.
- Oversees and coordinates election functions: maintain voter registration list, prepare ballots and notices, organize poll workers, provides poll list upon request, and purchase supplies and equipment for elections.
- Notify County Treasurer of proportion of tax revenue and credits for each taxing jurisdiction in the municipality.
- Provides administrative assistance to the City Administrator.
- Completes required projects, reports and performs other duties as assigned and required. Supervise insurance (city and employees), employee benefits, and worker's compensation.
- Assist the City Administrator with personnel policies and procedures.
- Issues all licenses required by ordinance or statute.
- Assists Assessor in maintaining property assessment and building records. Schedules Board of Review meetings to comply with state statues, verifies assessment roll. Board of Review adjustments, prepares and files statements of assessment, and statements of taxes, prepares mill rate and TID worksheets, and verifies tax roll balances.
- Is responsible for the collection of taxes for the City.
- Receives, reviews, and distributes to the proper authority any claims charged against the City. Files insurance on behalf of the City.

### **QUALIFICATION / EDUCATION REQUIREMENTS:**

- Associates Degree in Public Administration or related field desired with 3 years of municipal accounting and clerk experience.
- Certified Clerk desired
- Notary Public certification within 6 months.
- Must be bondable according to state statutes and maintain bondable status.

### **SKILLS AND ABILITIES:**

- Ability to maintain a professional demeanor; have the ability to calmly approach and solve problems under stress circumstances; maintain and promote harmony in the workplace; stay concentrated for extended periods of time but flexible. Must be able to work independently.

- Ability to multi-task on daily basis (perform accounting functions with telephone interruptions, customer walk-ins, and rotate between different changing priorities.)
- Knowledge of applicable state and federal laws concerning elections, licensing.
- Ability to analyze, make reports, and keep records.
- Knowledge of variety of software applications and hardware use (Excel, Windows, billing, word processing, etc.) including utilization of internet and file management.
- Effectively communicate orally and in writing with the general public.
- Excellent math and general office skills.
- Signs all documents requiring Clerk's certification.

**PHYSICAL DEMANDS/WORK ENVIRONMENT:**

- Frequent twisting and bending.
- Ability to move and relocate office/election equipment.
- Ability to sit at keyboard for extended periods.
- Specific vision abilities required by this job include close vision and the ability to adjust focus quickly.
- While performing the duties of this job, the employee is frequently required to sit and converse while operating various office machines or searching for files or documents. S/he is required to change locations easily and quickly and must have the ability to travel independently to offices at various locations.

**WORK SCHEDULE:**

- This position is located at City Hall in Edgerton with office hours generally from 8:00 Am to 5:00 PM; some evening and weekend work is required.

**DISCLAIMER**

*The above statements are intended to describe the general nature and level of work being performed by people assigned this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, or is responsive to the needs of the City of Edgerton.*

*The 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 requirements of the job change.*

*The City of Edgerton, Wisconsin is an Equal Employment Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

Regular full-time and regular part-time employees scheduled for a minimum of 30 hours per week on a pro-rated basis, are eligible to earn and use sick leave. Part-time employees eligible for sick leave will have hours pro-rated based on the scheduled hours of work.

### **Accrual**

Sick leave is accrued at a rate of one-day (8 hours) per month, for each completed calendar month of service. Accumulation is unlimited, except as outlined by negotiated labor agreement.

Employees that accumulate 8 or more hours of no pay leave time within a calendar month will have their accrued sick time adjusted on the 1<sup>st</sup> day of the following month. The adjustment will be calculated by the percentage of no pay time taken based on an average work hour month of 170 hour or pro-rated if the employee is a part-time employee.

### **Use**

This benefit is intended for use during actual illness or other medical disability or medical reason serious enough to keep the employee away from work. This includes situations that require the employee to care for a member of their immediate family and should be used in accordance with applicable family medical leave provisions. Sick leave may also be used for medical or dental appointments for the actual time an employee is at an appointment.

If an employee uses more than ten illness days in a twelve-month period or more than three days in a row, if a pattern of unexcused absenteeism exists or when it is in the best interest of the City, the employee must bring a doctor's statement verifying the illness or injury. If an employee uses sick leave immediately before or after a holiday, the employee must provide a doctor's statement verifying the illness or injury to receive pay for the holiday.

A supervisor may ask for documentation when PTO is taken due to illness when previously requested vacation or personal time off was denied for that day.

Although sick leave accumulates, new employees who have not completed the first 90 days of their new employee orientation period cannot use sick leave.

Employees should notify their immediate supervisor no later than their normal starting time if they intend to utilize sick leave for employee or immediate family illnesses. Use of sick leave for extended medical leaves of absence must have the prior approval of the Supervisor and be in compliance with provisions of the City Leave of Absence Policy (Section 5.9).

All available leave time must be used first before time off without pay is used.

## ***5.11 Retirement Contributions***

The City is a member of the State of Wisconsin Retirement System (WRS) and offers the retirement coverage for any employee working over 1,200 hours per year. The City assumes responsibility for 100% of the employer share and that portion of the employee share of the plan not required to be paid by the employee.

## ***5.12 Leave of Absence***

### **Family/Medical Leave Policy**

**JOB DESCRIPTION  
CITY TREASURER**

**DEPARTMENT:** Administration

**CLASSIFICATION:** Exempt

**REPORTS TO:** City Administrator

**REVISION DATE:** November 29, 2021

**GENERAL NATURE OF POSITION**

The City Treasurer is responsible for the management of the City's financial operations and accounting practices. Shall carry out the duties of the City Comptroller as set forth by Wisconsin Statute 62.09(10) and City Treasurer as set forth in 62.09(9).

**ESSENTIAL JOB RESPONSIBILITIES:**

**Treasurer**

- Fulfill the duties of the City Treasurer as set forth in the Wisconsin Statutes 62.09(9) and the duties of the City Comptroller as set forth in the Wisconsin Statutes 62.09(10).
- Report regularly to the City Administrator, Finance Committee and Common Council on the current fiscal position of the City and the current status of expenditures relative to the City Budget and assure that all municipal funds are deposited in interest bearing accounts whenever possible.
- Reconcile special assessments, general ledger accounts, and utility billing.
- Supervise bank reconciliation, journal entries, grant programs, fixed assets, and sales tax.
- Serve as manager of the Municipal Cemetery.
- Supervise the complete accounting systems of all City Departments and ensure that such systems employ the most modern methods possible within financial limitations.
- Supervise the purchase of all material, supplies and equipment for which funds are provided in the budget.
- Manages investments of City funds in accordance with investment policies and goals of the City Council and local, state, and federal regulations. Reviews bank statements.
- Record keeping, billing, collections, banking, investments, accounting and financial reporting of all City Operations.
- Oversees the reconciliation of cash drawers.
- Develops and implements improvements to internal control and financial reporting procedures as necessary or as requested.
- Oversees preparation of check vouchers for payment of approved bills.
- Assists Administrator with the preparation and compilation of the annual budget.
- Files financial and other reports with various state agencies.
- Maintains a central accounting system for city government and all departments in a manner consistent with accepted municipal accounting principles and practices.
- Reconciles various accounts, including but not limited to: lottery credit, reimbursement funds, bank statements, cash and investment funds, insurance, donation funds, etc.
- Leads the annual audit
- Attends meetings of the City Council and other official boards and commissions.

- Attend professional meetings, seminars and conferences to keep informed of current developments and submit recommendations to improve the municipal government.
- Provides administrative assistance to the City Administrator.
- Completes required projects, reports and performs other duties as assigned and required.

**QUALIFICATION / EDUCATION REQUIREMENTS:**

- Associates Degree in Public Administration. Finance, Accounting or related field desired with 3 years of municipal accounting experience.
- Certified Treasurer desired
- Notary Public certification within 6 months.
- Must be bondable according to state statutes and maintain bondable status.

**SKILLS AND ABILITIES:**

- Ability to maintain a professional demeanor; have the ability to calmly approach and solve problems under stress circumstances; maintain and promote harmony in the workplace; stay concentrated for extended periods of time but flexible. Must be able to work independently.
- Ability to multi-task on daily basis (perform accounting functions with telephone interruptions, customer walk-ins, and rotate between different changing priorities.)
- Knowledge of applicable state and federal laws concerning municipal borrowing and investments.
- Ability to analyze accounting/financial data, make reports, and keep records.
- Knowledge of variety of software applications and hardware use (Excel, Windows, billing, word processing, etc.) including utilization of internet and file management.
- Effectively communicate orally and in writing with the general public.
- Excellent math and general office skills.
- Signs all documents requiring Treasurer's certification.

**PHYSICAL DEMANDS/WORK ENVIRONMENT:**

- Frequent twisting and bending.
- Ability to move and relocate office/election equipment.
- Ability to sit at keyboard for extended periods.
- Specific vision abilities required by this job include close vision and the ability to adjust focus quickly.
- While performing the duties of this job, the employee is frequently required to sit and converse while operating various office machines or searching for files or documents. S/he is required to change locations easily and quickly and must have the ability to travel independently to offices at various locations.

**WORK SCHEDULE:**

- This position is located at City Hall in Edgerton with office hours generally from 8:00 Am to 5:00 PM; some evening and weekend work is required.

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