

PERSONNEL COMMITTEE

Monday, January 4, 2016

6:30 P.M.

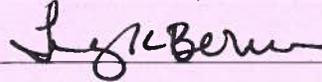
**McFarland Municipal Center
Conference Room A**

AGENDA

- 1. Call to order.**
- 2. Motion to approve the draft Minutes of the December 7, 2015 Personnel Committee meeting.**
- 3. Review and discuss the organization of the Senior Outreach Department.**
- 4. Review and discuss the organization of the Cable & Technology Department.**
- 5. Review and discuss the organization of the Administration & Finance Department.**
- 6. Review and discuss employment applications for Village of McFarland.**
- 7. Review ordinance that created the Personnel Committee and discuss the duties required of this Committee.**
- 8. Determine date and agenda items for the February, 2016 meeting of the Personnel Committee.**
- 9. Adjournment.**

NOTES: 1) Persons needing special accommodations should call 838-3153 at least 24 hours prior to the meeting.
2) A quorum of the Village Board may attend this meeting for the purpose of gathering information relevant to their responsibilities as Village Trustees. No matters shall be considered nor shall any action be taken by said Village Board members at this meeting.
3) More specific information about agenda items may be obtained by calling 838-3153.

This agenda was posted, or caused to be posted, by my hand on the 31st day of December, 2015 at the following three (3) posting places in the Village of McFarland, to wit: McFarland Municipal Center, 5915 Milwaukee Street; E.D. Locke Public Library, 5920 Milwaukee Street; and the McFarland State Bank, 5990 Highway 51.



Tracey Berman, Clerk/Deputy Treasurer

VILLAGE OF MCFARLAND
Draft - PERSONNEL COMMITTEE
December 7, 2015

1. Call to order.

President Brad Czebotar called the December 7, 2015 meeting of the Personnel Committee to order at 6:30 p.m. in Conference Room A of the McFarland Municipal Center.

Members present: President Brad Czebotar and Trustee Dan Kolk; citizen members Steven Kilpatrick, Peter Morehouse, and Chris Spanos.

Members absent: None

Staff present: Clerk/Deputy Treasurer Tracey Berman, Administration Clerk III Diane Reinstad, Administrator Eric Rindfleisch, and Police Chief Craig Sherven.

Others present: Trustee Mary Pat Lytle (arrived 6:55 p.m.)

2. Motion to approve the draft Minutes of the November 2, 2015 Personnel Committee meeting.

Motion by Czebotar, seconded by Morehouse and carried 5-0 by acclamation to approve the Minutes of the November 2, 2015 meeting with the corrected clerical errors as amended.

3. Discuss and possible recommendation to the Village Board on the Compensation and Benefit Manual.

Czebotar reviewed the entire Compensation and Benefit Manual with the Committee.

Changes to be made include:

Page 1 Table of Contents - Chapter 5 title - delete "Merit Pay" and insert "Incentive Pay"

Page 9 add 2.09 definition for "Market Rate" use language from page 12 (2) Pay Ranges

"The midpoint of the pay range is intended to be a competitive market rate for similar jobs in similarly sized communities with comparable costs of living, and it represents 100% proficiency in all the duties required of the position."

Page 12 delete "inappropriate personal characteristics" and insert "bases governed by law"

Page 13 – 3.04(4)A and(4)B add "Midpoint" following "market rate" in titles

Page 14 – 3.04(5) delete "or" at the end of the second and third bullet points

Page 14 – 3.04(5) last line delete "by April 1st of each year"

Page 23 – Chapter 5 title - delete "MERIT PAY" and insert "INCENTIVE PAY"

Page 23 – Chapter 5 – second paragraph – delete first sentence and insert "Only employees with over 10 years of service as of 12-31-15 are eligible for Longevity Pay"

Page 29 – 8.01 delete "Public Works Assistant Director" from list

Page 46 – Appendix A – Pay Range Matrix – insert "(Appendix A – Pay (Ranges Matrix will be updated periodically)"

within the spreadsheet – change date on the top to "1-1-16"

delete "0% Cost-of-Living Adjustment"

delete column "Discretionary Pay"

Page 47 - delete Library positions in Matrix

Motion by Czebotar, seconded by Kolk and carried 5-0 by acclamation to recommend the Compensation Benefit Manual as revised be submitted to the Village Board for approval.

4. Discuss and possible recommendation to the Village Board on the Evaluation Instrument.

The format of the evaluation instrument has been modified and condensed to be more user friendly. This revised evaluation instrument has been reviewed as favorable by most of the Department Heads. They were able to give suggestions and their insight on the use of the instrument.

The main goal of the evaluation instrument is to help identify areas the employee exceeds in or those areas they are below the level of expectation. The instrument was broken out into two documents. The Individual Performance Appraisal and Merit-Based Wage Adjustments is used to document the actual evaluation. The Sample Criteria for Performance Dimensions are to be used as general guidelines and to stimulate discussion with the employee and supervisor regarding expectations for each performance dimension.

The Committee reviewed the revised evaluation instrument and approved of the overall way it was condensed. Few changes suggested were:

1. To the top of the instrument – add what type of evaluation is being conducted: annual; three, four, six, eight or twelve month probationary period; or an extended probationary period.
2. Page 2 – modify the language for “Leadership” to include all employee positions.
3. Break out the sections “Supervision” and “Management” and list in its own table as “Supervision & Management Employees Only”
4. Part 2 Merit-Based Compensation Adjustments – Delete the last sentence in Longevity Pay “This adjustment would be in lieu of a Discretionary Merit Pay Adjustment.”
5. At the bottom of Part 2 page – insert “Employee Signature & Date” and Supervisor Signature and Date”.

The Committee is comfortable with the suggested changes. Rindfleisch will present the suggested changes to the Department Heads for their overall approval. Rindfleisch anticipates conducting a training session on how to use the evaluation instrument in January and begin using the instrument for 2016 evaluations.

New language for Merit Pay and Longevity is as follows:

The Village will budget funds on an annual basis using the following formula: employees who have completed three (3) years of consecutive service will generate \$35.00 per year of service; employees who have completed ten (10) years of consecutive service will generate \$45.00 per year of service; and employees who have completed twenty (20) or more years of consecutive service will generate \$55.00 per year of service. The Village Board may also budget additional amounts to the Merit Pay Fund on an annual basis. This fund is to be used for longevity, merit pay, grid point adjustments, exemplary performance awards, or other similar base-building or one-time wage adjustments.

Longevity pay will be for employees with over ten (10) years of service as of December 31, 2015 only. Qualifying employees may receive a lump-sum merit payment equal to 75% of the Merit Pay formula in 2016, 50% in 2017, 25% in 2018 and 0% in 2019 and beyond. This adjustment would be in lieu of any Merit Pay Adjustment.

Motion by Kolk, seconded by Spanos and carried 5-0 by acclamation to approve both the Individual Performance Appraisal and Merit-Based Wage Adjustments and the Sample Criteria for Performance Dimensions conditionally on the decision made by the Department Heads at their meeting the morning of December 8, 2016 to accept changes.

*Due to a Special Village Board meeting at 8 p.m. the Committee agreed to postpone the rest of the agenda items to a later date.

- 5. Review and discuss employment applications for Village of McFarland.**
To be discussed at a later meeting.
- 6. Review ordinance that created the Personnel Committee and discuss the duties required of this Committee.**
To be discussed at a later meeting.
- 7. Determine date and agenda items for the January, 2016 meeting of the Personnel Committee.**
The next meeting is scheduled for January 4, 2016 at 6:30 p.m.
January agenda items will include:
Discussion on an employment application for the Village
Review ordinance that created the Personnel Committee and discuss the duties required of this Committee
- 8. Adjournment.**
Motion by Kolk, seconded by Spanos and carried 5-0 by acclamation to adjourn the meeting at 7:57 p.m.

**Respectfully submitted,
Diane Reinstad
Administration Clerk III**

Anticipated Structure of Senior Outreach Services for 2016

Senior Outreach Director-

40 hours a week (3.5 hrs. a week case management)

Continue to attract new consumers to attend our nutrition site and utilize our services by connecting with other agencies, businesses and organizations in the greater community.

Continue to write, gather information and coordinate the articles for inclusion in the newsletter

Contract out layout of newsletter for a total of \$120 a month. Previous cost estimates were around a full 40 hour work week by previous director. It also brings a more polished look to our newsletter.

Plan, coordinate and implement programming- approximately two programs a month. Plan on working with Head librarian and will plan on working on joint projects with new Adult Services Librarian to be hired. Coordinate with the schools and youth center for intergenerational programs and mentoring.

Maintain caseload of clients from Christiana and Village of Cambridge and all Information and Assistance from that area. Assigned parts of McFarland caseload to Casemanager while Director additionally maintains a small load based on complexity or relationship.

Liaison to the townships and Dane County for addressing areas of concern, relaying information and participation in required meetings and committees.

Provide support, back up, mentoring and training as appropriate to all department staff. Supervision and personnel related functions as indicated.

Be a liaison to Administrative Department and Village board and its committees especially Senior Outreach Committee and Volunteer Committee.

Continue collaborating with internal departments (police and fire) on programs and safety issues. Help expand the safety aspect for seniors and disabled persons in McFarland through case consultations. Cost savings to be realized through lower emergency costs related to frequent visits by emergency responders.

Oversee routine events and activities such as the foot clinic, tax clinic, and flu clinic

Attract, supervise and maintain department volunteers which currently number around 50

Outreach Case Manager- 32 hours a week Mon/Tues/Thurs/Fri (down from 37.5 week in this position)

Now has caseload of Town of Dunn, half of McFarland and transitioning Rutland and Pleasant Springs Caseload to other case manager based on complexity and relationship with clients.

Assist with most civic organization department functions such as coordination with the Lion/Lioness/
local Churches/4 H.

Outreach Case Manager- 24 hours a week Tuesday/Wednesday/Thursday

Town of Pleasant Springs, Rutland, half of McFarland and walk in traffic.

Helps coordinate with the youth Center and school district staff on activities or special projects.

Continue training both informally and formally in all areas pertaining to department mission.

Utilize graphic and media background to assist department as indicated/requested

Nutrition Manager 17.5 hours a week

Has taken over most of the nutrition management paperwork related to Dane County reporting, money handling, billing CMO'S and completing the SAMS reports monthly.

Nutrition Coordinator (Cambridge)

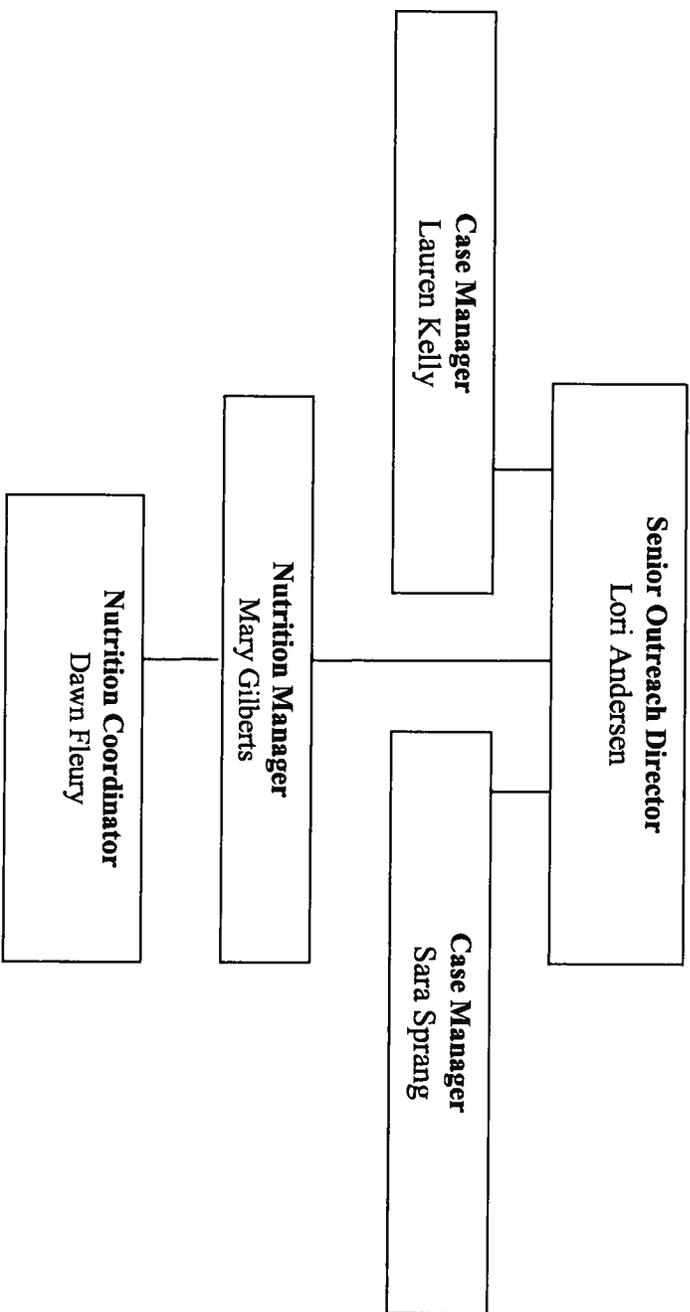
6 hours a week- no change from 2015

Information and Assistance and walk-ins are handled by all three staff (case managers and Director)

With the staffing at this level it maintains our 2015 level of 59.5 hours a week for Case Management. Our 2016 contract with Dane County requires increasing our average number of case management clients from 55 to 80 and 600/yearly hours spent on case management only activities for 2016 with only a slight budget increase (+1000). They no longer track our time spent on Information and Assistance. However, we continue to track these numbers for internal and township reporting purposes.

This schedule also allows the Director to work on collaborative efforts both internally and externally.

Senior Outreach Department



SENIOR OUTREACH SERVICES DIRECTOR

POSITION DESCRIPTION

Position Title: Senior Outreach Services Director

FLSA: Exempt

Department: Senior Outreach Services

Represented: No

Reports to: Administrator/Treasurer

Employment Status: Full Time

POSITION SUMMARY

Distinguishing Characteristics of the Class

This department head position is responsible for directing and administering the programs and services of the Senior Outreach Services Department, including case management and senior nutrition programs. These programs, which are operated by the McFarland focal point under contract with the Dane County Human Services Department/Area Agency on Aging, serve residents of the villages of McFarland, Cambridge, and Rockdale and all or part of the townships of Christiana, Dunn, Pleasant Springs, and Rutland. The work involves planning and coordinating the programs and services of the department; selecting, training, and supervising departmental employees; formulating departmental goals and short/long range plans; preparing and administering the departmental budget; and establishing standard operating policies and procedures for the department.

Supervision Received

Performs under policy direction received from the Village Board and the Senior Outreach Services Committee (SOS) and administrative direction from the Administrator/Treasurer, but exercises considerable independent judgement in determining program and work priorities and the technical/operational objectives and practices of the department.

Supervision Exercised

Supervises the work of case management staff and nutrition site managers; recruits and coordinates the efforts of a variety of volunteer workers.

DESCRIPTION OF WORK

Essential Duties and Responsibilities

- Plans, directs, and supervises the services of the Senior Outreach Services Department.
- Prepares and administers annual operating budget. Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- Recommends department goals, policies and service levels to the SOS Committee and the Village Board.

- Establishes and enforces internal rules, policies, work methods, and procedures.
- Recommends the selection, directs the training, schedules the work assignments, and evaluates the performance of departmental employees, including case managers, nutrition site managers and Nutrition Site Coordinator.
- Maintains appropriate records and prepares reports to the SOS Committee, the Village Board, and the Dane County Human Services/Area Agency on Aging.
- Attends required and appointed county meetings.
- Writes grant applications, solicits donations, and coordinates fund raising activities, as needed.
- Writes and edits a monthly newsletter, contributes articles to the Village newsletter and the local newspaper, makes presentations to local service organizations, promotes events on cable television, and conducts other public relations activities.
- Recruits, trains, and oversees volunteers to provide services to various segments of the community, and oversees a program of appreciation.
- Coordinates congregate meal site programs in McFarland and Cambridge and a home delivered meal program in McFarland and surrounding rural areas.
- Serves as staff liaison to the SOS Committee and Senior Outreach Endowment Committee, and is an appointed staff member of various Village committees.
- Coordinates foot care clinics.
- Serves as liaison between the department and other Village departments, local governments, service organizations, churches, schools, RSVP, and businesses.
- Oversees Endowment funds, financial donations, and miscellaneous monies which are handled by the department.
- Performs limited amount of duties as Case Manager.
- Performs other related duties as required.

Equipment Used

Personal computer/printer and various software applications, calculator, copy machine, fax machine, telephone, CD-ROM equipment, audio-visual equipment, motor vehicle.

Work Environment and Working Conditions

Works in normal office setting with moderate noise levels. Conducts client home visits which may expose the employee to environments which may not be optimal for health, safety and comfort (examples: hoarding, smoke-filled, odorous, untidy, structurally unsound, etc.). Some hours beyond the normal work week required; attendance at evening meetings required.

TECHNICAL REQUIREMENTS

Knowledge of

- * Current principles and practices of case management and nutrition site management.
- * Local, regional, state, and federal agencies and other community resources providing services to older adults and adults with disabilities.
- * The standards by which the efficiency, effectiveness, and quality of department services and performance of employees can be evaluated.
- * The aging process and current research about the needs of older adults and adults with disabilities.
- * Data processing applications and basic computer skills.

Ability to

- † Plan, organize, direct, and evaluate the work of paid personnel and recruit, train, and motivate volunteer workers.
 - † Forecast the operational and capital needs of the department and formulate and administer the departmental budget.
 - † Establish and enforce standard departmental policies and procedures.
 - † Determine proper priorities, delegate work, and accomplish departmental objectives.
 - † Maintain necessary records and prepare required reports.
 - † Interpret and implement policy and procedural direction from SOS, the Village Board, and the Administrator/Treasurer.
 - † Establish and maintain effective working relationships with advisory board members, Village Board, Administrator, other department heads, employees, volunteers, other governmental agencies, and the general public.
 - † Represent the department and Village in meetings, public presentations, and before the media.
 - † Maintain a valid Wisconsin driver's license.
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GENERAL COMPETENCIES

In carrying out the duties of this job, the employee is required to accomplish all of the physical and mental tasks routinely associated with the performance of office type functions.

In addition, the employee must be able to satisfy the following competency requirements.

- ◆ **ANALYTICAL SKILLS:** Identify problems and opportunities; review possible alternative courses of action before selecting one; utilize information resources available when making decisions.
- ◆ **COMMUNICATION SKILLS:** Communicate ideas and information both in written and oral form.
- ◆ **PROBLEM-SOLVING SKILLS:** Develop feasible, realistic solutions to problems, recommend actions designed to prevent problems from occurring.
- ◆ **PLANNING AND ORGANIZATIONAL SKILLS:** Develop long-range plans to solve complex problems or take advantage of opportunities; establish systematic methods of accomplishing goals.
- ◆ **READING ABILITY:** Effectively read and understand information contained in memoranda, reports, ordinances, statutes, technical manuals, bulletins.
- ◆ **TECHNICAL COMPREHENSION:** Ability to learn, adopt, and apply new technology, computer systems and software programs.
- ◆ **ABILITY TO COMPREHEND AND FOLLOW INSTRUCTIONS:** Effectively follow verbal or written instructions from supervisor.
- ◆ **MATHEMATICAL ABILITY:** Calculate basic arithmetic problems (addition, subtraction, multiplication, division) without aid of a calculator.
- ◆ **TIME MANAGEMENT SKILLS:** Set priorities in order to meet assignment deadlines.

DESIRED QUALIFICATIONS

A B.A. degree in the field of social work or gerontology or equivalent specialized education or training in the needs of older adults; a minimum of 3-5 years of administrative and supervisory experience in the human services field; experience in providing case management or outreach services to individual older adults and in coordinating group activities for older adults; experience in recruiting and working with volunteers; experience in conducting public relations programs; or an equivalent combination of training and experience which provides the required knowledge, skills, and abilities. Must possess or be able to obtain a valid Wisconsin driver's license.

NOTES

1. *The job duties listed herein are intended only as illustrations of the types of work that may be performed. 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.*
2. *The work environment characteristics and physical demands described herein are representative of those that the employee encounters or must meet while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*
3. *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.*

I hereby acknowledge that I have received a copy of and do understand the requirements of this position description. Dated this _____ day of _____, 20__.

Employee Signature

Department Head Signature

SENIOR OUTREACH SERVICES CASE MANAGER

POSITION DESCRIPTION

Position Title: Senior Outreach Services Case Manager
Department: Senior Outreach Services
Reports to: Senior Outreach Services Director

FLSA: Non-exempt
Represented: No
Employment Status: Part Time

POSITION SUMMARY

Distinguishing Characteristics of the Class

This position is responsible for providing comprehensive and complex case management services to adults age 60 and over and disabled adults. The objective of these services is to assist clients in solving medical, financial, and accessibility problems, thereby helping older and disabled adults to remain independent in their own homes. The programs serve residents of the villages of McFarland, Cambridge, and Rockdale and all or part of the townships of Christiana, Dunn, Pleasant Springs, and Rutland. The work involves: identifying older and disabled individuals that may need access to services; making personal contact to educate and assist eligible adults to make use of available community facilities, services, and resources; creating and maintaining a comprehensive client file; conducting functional assessments; creating case plans; and providing service coordination.

Supervision Received

Performs under general supervision of the Senior Outreach Services Director, but exercises considerable independent judgement in planning and managing the types of assistance provided to individual clients.

Supervision Exercised

None.

DESCRIPTION OF WORK

Essential Duties and Responsibilities

- Provides information and assistance to older and disabled adults regarding a wide variety of programs and services, including but not limited to Social Security, SSI, Medicare, Medicaid, Medicare Supplemental Insurance, Homestead Tax Credit, energy assistance, housing, transportation, personal care, foot care, home repair, food pantry, loan closet, Endowment Fund, elder abuse, financial, adult day care, meal sites, home delivered meals, care for caregivers, hospice, and support groups.
- As part of case management services, creates and maintains a comprehensive client file that includes initial and on-going assessments of financial, psychosocial, and personal needs, establishes short and long range goals as part of the client's case plans, records progress toward goals, documents collateral contracts, and closes files when appropriate.
- Makes referrals to appropriate agencies and services when it is indicated by assessments.

- Makes referrals to Dane County Aging & Disability Resource Center when requests are outside the scope of department's services.
- Informs clients about county, state and federal programs that provide medical and financial help.
- Works with families, interested parties, and social and medical service agencies to determine the types of services that are needed, and educates clients in making informed choices about available resources.
- Is a certified RSVP driver.
- Keeps accurate client records and completes monthly reports for the County and the Village.
- Attends required County meetings and staff meetings that provide information and training on programs, services and pertinent issues.
- Performs tasks which may be outside of case management duties, but which support the Outreach Department and community outreach in general.
- Works collaboratively with other outreach organizations and with other Village departments to enhance comprehensive services to seniors.
- Maintains computer data, records and reports for clients and department.

Equipment Used

Personal computer/printer and various software applications, calculator, copy machine, fax machine, telephone, audio-visual equipment, motor vehicle.

Work Environment and Working Conditions

Works in normal office setting with moderate sound levels. Conducts client home visits which may expose the employee to environments which may not be optimal for health, safety and comfort (examples: hoarding, smoke-filled, odorous, untidy, structurally unsound, etc.).

TECHNICAL REQUIREMENTS

Knowledge of

- * The common service needs of older and disabled adults.
- * The physiological, psychological and social process of aging.
- * Laws, regulations, policies, and procedures applying to older and disabled adults.
- * Mental health and chronic health conditions.
- * Resources that may be used by older and disabled adults.
- * Medicare Part D regulations.

Ability to

- † Interpret and apply laws, regulations, policies, and procedures to the situations of individual clients and educate clients and interested parties in making informed choices of available resources.
- † Interact effectively and empathetically with older and disabled adults.
- † Perform face-to-face client assessments.
- † Develop, implement, and evaluate a care plan that addresses the client's needs based on his/her values and personal strengths.
- † Maintain comprehensive and current care notes.
- † Work with little supervision, exercise sound, ethical judgment, and maintain confidentiality.
- † Listen carefully and communicate effectively in oral and written form.
- † Establish and maintain effective working relationships with those contacted in the course of work.
- † Perform computer work of moderate difficulty.
- † Maintain a valid Wisconsin driver's license and provide personal transportation (as needed).

GENERAL COMPETENCIES

In carrying out the duties of this job, the employee is required to accomplish all of the physical and mental tasks routinely associated with the performance of office type functions.

In addition, the employee must be able to satisfy the following competency requirements.

- ◆ **ANALYTICAL SKILLS:** Identify problems and opportunities; review possible alternative courses of action before selecting one; utilize information resources available when making decisions.
- ◆ **COMMUNICATION SKILLS:** Communicate ideas and information both in written and oral form.
- ◆ **PROBLEM-SOLVING SKILLS:** Develop feasible, realistic solutions to problems; recommend actions designed to prevent problems from occurring; refer problems to supervisor when necessary.
- ◆ **PLANNING AND ORGANIZATIONAL SKILLS:** Develop long-range plans to solve complex problems or take advantage of opportunities; establish systematic methods of accomplishing goals.
- ◆ **READING ABILITY:** Effectively read and understand information contained in memoranda, reports, technical manuals, bulletins.
- ◆ **TECHNICAL COMPREHENSION:** Ability to learn, adopt, and apply new technology, computer systems and software programs.

- ◆ **ABILITY TO COMPREHEND AND FOLLOW INSTRUCTIONS:** Effectively follow verbal and written instructions from supervisor.
- ◆ **MATHEMATICAL ABILITY:** Calculate basic arithmetic problems (addition, subtraction, multiplication, division).
- ◆ **TIME MANAGEMENT SKILLS:** Set priorities in order to meet assignment deadlines.

DESIRED QUALIFICATIONS

An Associate degree in a human service field; three (3) years experience working with older and disabled adults; previous case management, or social work experience highly desirable; or an equivalent combination of training and experience which provides the required knowledge, skills, and abilities. Must possess or be able to obtain a valid WI driver’s license.

Updated
01.04.16

Village of McFarland

NOTES

1. *The job duties listed herein are intended only as illustrations of the types of work that may be performed. 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.*
2. *The work environment characteristics and physical demands described herein are representative of those that the employee encounters or must meet while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*
3. *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.*

I hereby acknowledge that I have received a copy of and do understand the requirements of this position description. Dated this _____ day of _____, 20____.

Employee Signature

Department Head Signature

NUTRITION SITE MANAGER

POSITION DESCRIPTION

Position Title: Nutrition Site Manager	FLSA: Non-exempt
Department: Senior Outreach Services	Represented: No
Reports to: Senior Outreach Services Director	Employment Status: Part Time

POSITION SUMMARY

Distinguishing Characteristics of the Class

This position is responsible for coordinating the weekday, mid-day meal programs in McFarland and Cambridge serving adults age 60 and over, including the operation of a congregate meal site and a home-delivered meal program. The work involves taking meal reservations, placing meal orders with the catering service, setting up the meal site, packaging the meals for home delivery, kitchen clean-up, and arranging rides for participants with a transportation provider.

Supervision Received

Performs under the general supervision of the Director of the McFarland Senior Outreach Services Department.

Supervision Exercised

Gives direction to and coordinates the assignments and work of volunteers who assist with kitchen duties, the serving of meals, and home delivery of meals.

DESCRIPTION OF WORK

Essential Duties and Responsibilities

- Coordinates with catering service regarding the number of meals required, suggestions concerning menus for special events, and food quality issues.
 - Sets up the meal site and cleans up site after meal has been served.
 - Receives and checks in food from the caterer, and monitors and maintains appropriate food temperatures to insure food quality.
 - Greets and welcomes participants.
 - Records people who receive a meal.
-
- Oversees the collection of meal donations (posting of donation sign, assuring privacy).
 - Records donation amounts, deposits donations per policy, and submits donation amounts to county on a monthly basis.

- Assists with the recruitment of volunteers to ensure adequate staffing for the congregate meal site and the food delivery program. Finds substitutes as necessary.
- Trains volunteers on appropriate procedures regarding program guidelines and food-service operations.
- Supervises kitchen, food handling and portion control.
- Assists participants with food delivery to table, and helps participants with food handling if they are physically unable to do so for themselves.
- Maintains an adequate inventory of meal program supplies, including ordering supplies when necessary, maintaining good storage protocols, and personal shopping for needed items.
- Packages food for home delivered meals.
- Monitors food quality and quantity, and reports concerns to Dane County and the Director of Senior Outreach.
- Attends County Nutrition meetings and training as required.
- Takes transportation requests and contacts transportation provider to arrange rides to the meal site.
- Attends advisory committee meetings per request to report nutrition program activities and concerns.
- Prepares end-of-the-month reports and billing information (billing agencies for their clients' meals).
- Makes copies of data at end of the month for SAMS reports.
- Decorates meal site and tables.
- Oversees student volunteer workers as a part of an intergenerational program.
- Gives input for programming around the meal site times.
- Informs department staff of observed or reported changes in status of meal site participants.
- Updates nutrition forms, including current lists of meal participants, home delivered meal routes, and volunteers/contact information.

Equipment Used

Telephone, voice mail, fax machine, copier, calculator, computer, steam table, kitchen appliances (i.e. coffee machine, microwave, dishwasher, stove), motor vehicle.

Work Environment and Working Conditions

Works in the kitchen and dining area during scheduled meal site times. Works in office for record-keeping, computer and telephoning responsibilities.

TECHNICAL REQUIREMENTS

Knowledge of

- * Food handling protocol for the public.
- * Sanitation procedures.
- * Basic counting and record-keeping of money.
- * Working with older and disabled adults.
- * County requirements of nutrition sites and responsibilities of site manager.
- * Basic data collection and data entry techniques.
- * General data collection and forms.

Ability to

- † Maintain current food safety certification.
 - † Monitor food quality and quantity.
 - † Follow good sanitation procedures in handling food and keeping the kitchen clean.
 - † Work well with people of all ages and personalities, especially older adults.
 - † Train volunteers on meal site responsibilities.
 - † Count and record donations and keep effective records.
 - † Set and clean up meal site.
 - † Decorate tables and site for regular activities and for special occasions.
 - † Follow department and county policies/procedures.
 - † Represent the McFarland Nutrition Program in a positive way to the public.
 - † Establish and maintain effective working relationships with those contacted in the course of work.
-
- † Perform simple computer work.
 - † Maintain valid Wisconsin driver's license.

GENERAL COMPETENCIES

In carrying out the duties of this job, the employee is required to accomplish all of the tasks routinely associated with the performance of this position.

The employee must be able to taste and smell; bend, stoop and reach items from cabinet, refrigerator, microwave and closets; and must frequently lift and/or move up to 25 pounds.

In addition, the employee must be able to satisfy the following competency requirements.

- ◆ **ANALYTICAL SKILLS:** Identify problems and opportunities; review possible alternative courses of action before selecting one; utilize information resources available when making decisions.
- ◆ **COMMUNICATION SKILLS:** Communicate ideas and information both in written and oral form.
- ◆ **PROBLEM-SOLVING SKILLS:** Develop feasible, realistic solutions to problems; recommend actions designed to prevent problems from occurring; refer problems to supervisor when necessary.
- ◆ **ORGANIZATIONAL SKILLS:** Establish systematic methods of accomplishing goals.
- ◆ **READING ABILITY:** Effectively read and understand information contained in memoranda, reports, technical manuals, bulletins.
- ◆ **TECHNICAL COMPREHENSION:** Ability to learn, adopt, and apply new technology, computer systems and software programs.
- ◆ **ABILITY TO COMPREHEND AND FOLLOW INSTRUCTIONS:** Effectively follow verbal and written instructions from supervisor.
- ◆ **MATHEMATICAL ABILITY:** Calculate basic arithmetic problems (addition, subtraction, multiplication, division) with the aid of a calculator.
- ◆ **TIME MANAGEMENT SKILLS:** Set priorities in order to meet assignment deadlines.

DESIRED QUALIFICATIONS

High school education; training in the food service industry; ability to obtain food safety certification; 3-5 years of restaurant/food handling experience; experience in coordinating the work of volunteers; experience working with the public, especially with older and/or disabled adults; must possess or be able to obtain a valid WI driver's license; or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

NOTES

1. *The job duties listed herein are intended only as illustrations of the types of work that may be performed. 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.*
2. *The work environment characteristics and physical demands described herein are representative of those that the employee encounters or must meet while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*
3. *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.*

I hereby acknowledge that I have received a copy of and do understand the requirements of this position description. Dated this _____ day of _____, 20__.

Employee Signature

Department Head Signature

NUTRITION SITE COORDINATOR

POSITION DESCRIPTION

Position Title: Nutrition Site Manager
Department: Senior Outreach Services
Reports to: Nutrition Site Manager

FLSA: Non-exempt
Represented: No
Employment Status: Part Time

POSITION SUMMARY

Distinguishing Characteristics of the Class

This position is responsible for operating a weekday, mid-day meal program in Cambridge serving adults age 60 and over, including the operation of a congregate meal site and a home-delivered meal program. The work involves taking meal reservations, placing meal orders with the catering service, setting up the meal site, packaging the meals for home delivery, kitchen clean-up, and arranging rides for participants with a transportation provider.

Supervision Received

Performs under the general supervision of the Nutrition Site Manager.

Supervision Exercised

Gives direction to and coordinates the assignments and work of volunteers who assist with kitchen duties, the serving of meals, and home delivery of meals.

DESCRIPTION OF WORK

Essential Duties and Responsibilities

- Coordinates with catering service regarding the number of meals required, suggestions concerning menus for special events, and food quality issues.
- Sets up the meal site and cleans up site after meal has been served.
- Receives and checks in food from the caterer, and monitors and maintains appropriate food temperatures to insure food quality.
- Greets and welcomes participants.
- Records people who receive a meal.
- Oversees the collection of meal donations (posting of donation sign, assuring privacy).
- Oversees at the congregate meal site and the food delivery program. Finds substitutes as necessary.

- Trains volunteers on appropriate procedures regarding program guidelines and food-service operations.
- Supervises kitchen, food handling and portion control.
- Assists participants with food delivery to table, and helps participants with food handling if they are physically unable to do so for themselves.
- Maintains an adequate inventory of meal program supplies, including ordering supplies when necessary, maintaining good storage protocols, and personal shopping for needed items.
- Attends County Nutrition meetings and training as required.
- Takes transportation requests and contacts transportation provider to arrange rides to the meal site.
- Attends advisory committee meetings per request to report nutrition program activities and concerns.
- Submits data to Nutrition Site Manager for end-of-the-month reports and billing information (billing agencies for their clients' meals).
- Decorates meal site and tables.
- Gives input for programming around the meal site times.
- Informs department staff of observed or reported changes in status of meal site participants.
- Compiles data for nutrition forms, including current lists of meal participants, home delivered meal routes, and volunteers/contact information.

Equipment Used

Telephone, voice mail, fax machine, copier, calculator, computer, steam table, kitchen appliances (i.e. coffee machine, microwave, dishwasher, stove), motor vehicle.

Work Environment and Working Conditions

Works in the kitchen and dining area during scheduled meal site times. Works in office for record-keeping, computer and telephoning responsibilities.

TECHNICAL REQUIREMENTS

Knowledge of

- * Food handling protocol for the public.
- * Sanitation procedures.

- * Basic counting and record-keeping of money.
- * Working with older and disabled adults.
- * County requirements of nutrition sites and responsibilities of site manager.
- * Basic data collection and data entry techniques.
- * General data collection and forms.

Ability to

- † Maintain current food safety certification.
- † Monitor food quality and quantity.
- † Follow good sanitation procedures in handling food and keeping the kitchen clean.
- † Work well with people of all ages and personalities, especially older adults.
- † Train volunteers on meal site responsibilities.
- † Count and record donations and keep effective records.
- † Set and clean up meal site.
- † Decorate tables and site for regular activities and for special occasions.
- † Follow department and county policies/procedures.
- † Represent the McFarland Nutrition Program in a positive way to the public.
- † Establish and maintain effective working relationships with those contacted in the course of work.
- † Perform simple computer work.
- † Maintain valid Wisconsin driver's license.

†

GENERAL COMPETENCIES

In carrying out the duties of this job, the employee is required to accomplish all of the tasks routinely associated with the performance of this position.

The employee must be able to taste and smell; bend, stoop and reach items from cabinet, refrigerator, microwave and closets; and must frequently lift and/or move up to 25 pounds.

In addition, the employee must be able to satisfy the following competency requirements.

- ◆ **ANALYTICAL SKILLS:** Identify problems and opportunities; review possible alternative courses of action before selecting one; utilize information resources available when making decisions.

- ◆ **COMMUNICATION SKILLS:** Communicate ideas and information both in written and oral form.
- ◆ **PROBLEM-SOLVING SKILLS:** Develop feasible, realistic solutions to problems; recommend actions designed to prevent problems from occurring; refer problems to supervisor when necessary.
- ◆ **ORGANIZATIONAL SKILLS:** Establish systematic methods of accomplishing goals.
- ◆ **READING ABILITY:** Effectively read and understand information contained in memoranda, reports, technical manuals, bulletins.
- ◆ **TECHNICAL COMPREHENSION:** Ability to learn, adopt, and apply new technology, computer systems and software programs.
- ◆ **ABILITY TO COMPREHEND AND FOLLOW INSTRUCTIONS:** Effectively follow verbal and written instructions from supervisor.
- ◆ **MATHEMATICAL ABILITY:** Calculate basic arithmetic problems (addition, subtraction, multiplication, division) with the aid of a calculator.
- ◆ **TIME MANAGEMENT SKILLS:** Set priorities in order to meet assignment deadlines.

DESIRED QUALIFICATIONS

Training in the food service industry; ability to obtain food safety certification; 3-5 years of restaurant/food handling experience; experience in coordinating the work of volunteers; experience working with the public, especially with older and/or disabled adults; must possess or be able to obtain a valid WI driver's license; or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

Updated
01.04.16

Village of McFarland

NOTES

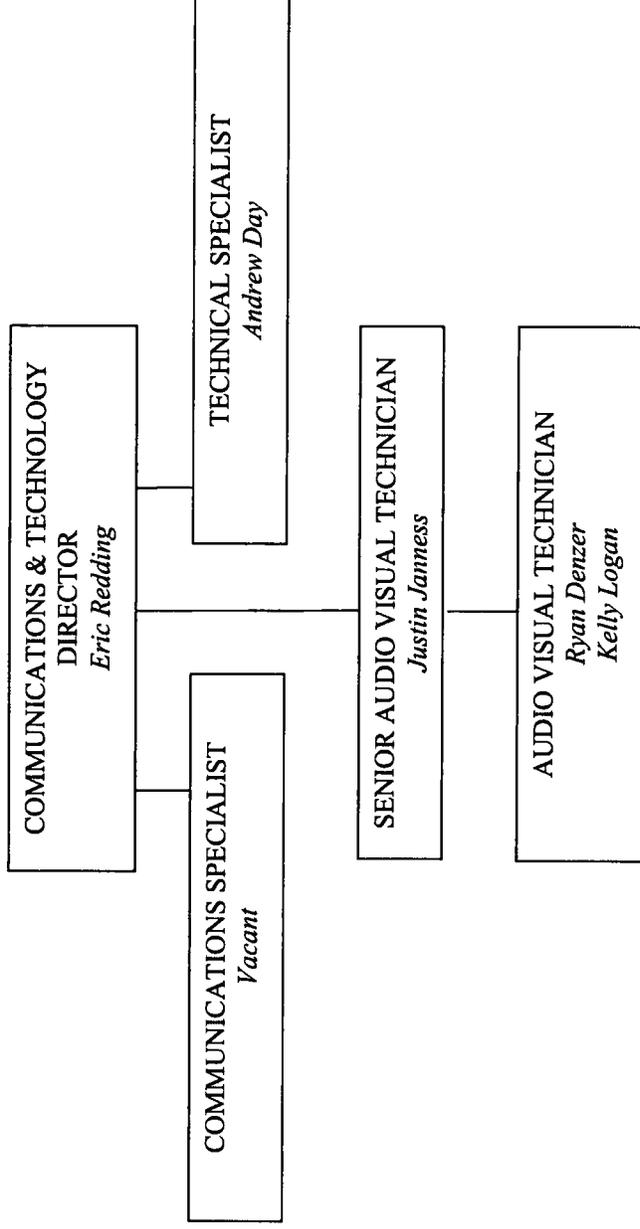
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3. *The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

I hereby acknowledge that I have received a copy of and do understand the requirements of this position description. Dated this _____ day of _____, 20__.

Employee Signature

Department Head Signature

Communications & Technology Department



COMMITTEE
Communications & Technology Committee

COMMUNICATIONS & TECHNOLOGY DIRECTOR

POSITION DESCRIPTION

Position Title: Communications & Technology Director **FLSA:** Non-exempt
Department: Communications & Technology **Represented:** No
Reports to: Administrator/Treasurer **Employment Category:** Part Time

POSITION SUMMARY

Distinguishing Characteristics of the Class

This position is responsible for managing the technical & programming operations of McFarland's local PEG channel (WMCF), providing audio-visual & technical support to the village as a whole, and enhancing village communication via social media and other forms of electronic communication. The work includes the supervision of several part-time employees or volunteers. Due to the small size of the staff, however, the Cable Technical Manager performs many of the day-to-day tasks required of the position.

Supervision Received

Performs under general policy direction from the Village Board and the Communications and Technology Committee and administrative direction from the Administrator/Treasurer, but exercises considerable independent judgment in determining program and work priorities and the practices of the department.

Supervision Exercised

Supervises a part-time Communications Specialist and a part-time Technical Specialist. Also supervises of a small pool of Audio-Visual Technicians who work a variable schedule determined by technical and production requirements for meetings, school activities, and community events.

DESCRIPTION OF WORK

Essential Duties and Responsibilities

- Plans, directs, and exercises general supervision over the technical & programming operations of WMCF.
- Ensures the reliability and technical quality of WMCF's broadcast signal and programming.
- Serves as staff support to the Communications and Technology Committee and prepares reports and recommendations as needed.

- Assists in the preparation and administration of the annual operating and capital budget. Monitors revenues and expenditures to assure sound fiscal control and effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- Trains and supervises the work of paid employees and volunteers in using video, audio, and other technology.
- Documents internal policies, work methods, and procedures for use of in-studio and remote equipment.
- Maintains appropriate records and prepares required reports.
- Purchases, maintains, and replaces technical equipment and supplies.
- Responds to citizen inquires or complaints relating to technical aspects of C&T Dept. services.
- Makes video and audio equipment owned by the WMCF available for use by the community and trains people on the proper use and capabilities of the equipment.
- Determines the schedule & airing of all programs, public service announcements, and updates public information announcements on WMCF.
- Maintains a video library of previous broadcasts and supplies copies of broadcasts to the public library for public use and to various departments are required.
- Coordinates as necessary with Charter Communications regarding cable franchising, engineering, and signal quality matters.
- Provides technical support or audio/video taping services to other Village departments or serve as a technical resource to Village departments on the design, purchasing, installation, maintenance, and operation of audio and video equipment and related cabling. This does not include IT computer support.
- Represents C&T Dept. on matters requiring inter-departmental or inter-agency coordination.
- Oversees & maintains the Village phone system and acts as the primary point of contact with phone service providers.
- Oversees & maintains the Village internet connections and acts as the primary point of contact with internet services providers.
- Oversees & assists with the promotion of the Village & community via social media, village website, and other forms of electronic communication.

- Assists with the setup & use of the Emergency Operations Center (EOC).
- Performs other related duties as required.

Equipment Used

Specialized equipment associated with the taping, editing, production, and airing of cable television programming including video cameras, remote cameras, video server, audio mixer, DVD recorder, studio switcher, character generator, and video editing hardware/software. Operates projectors, sound systems, 35 mm and digital cameras, personal computer/printer with a variety of software applications, phone, copier, fax machine, motor vehicle.

Work Environment and Working Conditions

Works in normal office setting with moderate noise levels. Occasionally works in uncontrolled setting in Wisconsin weather conditions when taping in the field. Attendance or taping of evening meetings required. Requires moderate lifting and physical activity at times.

TECHNICAL REQUIREMENTS

Knowledge of

- * Principles and practices of local cable access channel operations.
- * Videography and the basics of television and video production.
- * Video editing hardware, software, and techniques.
- * Television studio operations.
- * Computers, software, and character/graphics generators and their use in video production.
- * Pertinent laws, regulatory codes, and municipal ordinances.
- * The measures and standards by which the efficiency, effectiveness, and quality of PEG channel operations can be evaluated.
- * Knowledge of social media and other forms of electronic communication.

Ability to

- † Interpret and implement policy and procedural direction from the Communications & Technology Committee and the Administrator/Treasurer.
- † Troubleshoot and repair or correct problems with cable equipment or technical operations.
- † Operate audio and video production equipment.
- † Use computers in the production of video cable programs.
- † Determine equipment replacement priorities and determine capital equipment requirements / specifications.
- † Stay abreast of current technology trends and forecast potential applications of those technology developments to the local cable station.
- † Plan, organize, direct, and evaluate the work of subordinate personnel to accomplish departmental objectives.
- † Forecast the maintenance and capital needs of the department and formulate and administer the departmental budget.
- † Establish standard departmental policies and procedures.
- † Maintain necessary records and prepare required reports.
- † Establish and maintain effective working relationships with the Administrator/Treasurer and other staff members, other governmental agencies, and the general public.
- † Work independently with a minimum of supervision.
- † Maintain a valid Wisconsin driver's license.

GENERAL COMPETENCIES

In carrying out the duties of this job, the employee is required to accomplish all of the tasks routinely associated with the performance of office-type functions

The employee must frequently lift and/or move up to 50 pounds and occasionally is required to perform heavy lifting and strenuous physical activity. The fine motor skills necessary to operate cameras and electronic video and audio equipment are required. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

- ◆ **ANALYTICAL SKILLS:** Identify problems and opportunities; review possible alternative course of action before selecting one; utilize information resources available when making decisions.
- ◆ **COMMUNICATION SKILLS:** Communicate ideas and information both in written and oral form.
- ◆ **PROBLEM SOLVING SKILLS:** Develop feasible, realistic solutions to problems, recommend actions designed to prevent problems from occurring.
- ◆ **PLANNING AND ORGANIZATIONAL SKILLS:** Develop long-range plans to solve complex problems or take advantage of opportunities; establish systematic methods of accomplishing goals.
- ◆ **READING ABILITY:** Effectively read and understand information contained in memoranda, reports, ordinances, statutes, technical manuals, bulletins.
- ◆ **TECHNICAL COMPREHENSION:** Ability to learn, adopt, and apply new technology, computer systems and software programs.
- ◆ **ABILITY TO COMPREHEND AND FOLLOW INSTRUCTIONS:** Effectively follow verbal or written instructions from supervisor.
- ◆ **MATHEMATICAL ABILITY:** Calculate basic arithmetic problems (addition, subtraction, multiplication, division) without aid of a calculator.
- ◆ **TIME MANAGEMENT SKILLS:** Set priorities in order to meet assignment deadlines.
- ◆ **PERSONNEL MANAGEMENT SKILLS:** Supervise, direct, train, & evaluate subordinate personnel.

DESIRED QUALIFICATIONS

A high school diploma and a Bachelor degree in a field related to video production, broadcasting of television programming, or communications; a minimum of three (3) years practical experience in the management of a television station or PEG station; or any combination of training and experience which provides the required knowledge, skills, and abilities. Must possess or be able to obtain a valid WI driver's license.

NOTES

1. *The job duties listed herein are intended only as illustrations of the types of work that may be performed. 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.*
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3. *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.*

I hereby acknowledge that I have received a copy of and do understand the requirements of this position description. Dated this _____ day of _____, 20_____.

Employee Signature

Department Head Signature

- Assists with the purchasing, maintenance, and replacement of technical equipment and supplies.
- Responds to citizen inquires or complaints relating to technical aspects of WMCF services.
- Makes video and audio equipment owned by WMCF available for use by the community and trains people on the proper use and capabilities of the equipment.
- Provides technical support or audio/video taping services to other Village departments or serve as a technical resource to Village departments on the design, purchasing, installation, maintenance, and operation of audio and video equipment and related cabling. This does not include IT computer support.
- Assists with the oversight & maintenance of the Village phone system.
- Assists with the setup & use of the Emergency Operations Center (EOC).
- Performs other related duties as required.

Equipment Used

Specialized equipment associated with the taping, editing, production, and airing of cable television programming including video cameras, remote cameras, video server, audio mixer, DVD recorder, studio switcher, character generator, and video editing hardware/software. Operates projectors, sound systems, 35 mm and digital cameras, personal computer/printer with a variety of software applications, phone, copier, fax machine, motor vehicle.

Work Environment and Working Conditions

Works in normal office setting with moderate noise levels. Occasionally works in uncontrolled setting in Wisconsin weather conditions when taping in the field. Attendance or taping of evening meetings required. Requires moderate lifting and physical activity at times.

TECHNICAL REQUIREMENTS

Knowledge of

- * Principles and practices of local cable access channel operations.
- * Videography and the basics of television and video production.
- * Video editing hardware, software, and techniques.
- * Television studio operations.
- * Computers, software, and character/graphics generators and their use in video production.
- * Pertinent laws, regulatory codes, and municipal ordinances.
- * The measures and standards by which the efficiency, effectiveness, and quality of PEG channel operations can be evaluated.

Ability to

- † Interpret and implement policy and procedural direction from the Communications & Technology Director.
- † Troubleshoot and repair or correct problems with cable equipment or technical operations.
- † Operate audio and video production equipment.
- † Use computers in the production of video cable programs.
- † Plan, organize, and direct the work of subordinate personnel to accomplish specific projects.
- † Stay abreast of current technology trends and forecast potential applications of those technology developments to the local cable station.
- † Maintain necessary records and prepare required reports.
- † Establish and maintain effective working relationships with the Communications & Technology Director, Administrator/Treasurer and other staff members, other governmental agencies, and the general public.
- † Work independently with a minimum of supervision.
- † Maintain a valid Wisconsin driver's license.

GENERAL COMPETENCIES

In carrying out the duties of this job, the employee is required to accomplish all of the tasks routinely associated with the performance of office-type functions

The employee must frequently lift and/or move up to 50 pounds and occasionally is required to perform heavy lifting and strenuous physical activity. The fine motor skills necessary to operate cameras and electronic video and audio equipment are required. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

- ◆ **ANALYTICAL SKILLS:** Identify problems and opportunities; review possible alternative course of action before selecting one; utilize information resources available when making decisions.
- ◆ **COMMUNICATION SKILLS:** Communicate ideas and information both in written and oral form.
- ◆ **PROBLEM SOLVING SKILLS:** Develop feasible, realistic solutions to problems, recommend actions designed to prevent problems from occurring.
- ◆ **PLANNING AND ORGANIZATIONAL SKILLS:** Develop long-range plans to solve complex problems or take advantage of opportunities; establish systematic methods of accomplishing goals.
- ◆ **READING ABILITY:** Effectively read and understand information contained in memoranda, reports, ordinances, statutes, technical manuals, bulletins.
- ◆ **TECHNICAL COMPREHENSION:** Ability to learn, adopt, and apply new technology, computer systems and software programs.
- ◆ **ABILITY TO COMPREHEND AND FOLLOW INSTRUCTIONS:** Effectively follow verbal or written instructions from supervisor.
- ◆ **MATHEMATICAL ABILITY:** Calculate basic arithmetic problems (addition, subtraction, multiplication, division) without aid of a calculator.
- ◆ **TIME MANAGEMENT SKILLS:** Set priorities in order to meet assignment deadlines.

DESIRED QUALIFICATIONS

A high school diploma and an AA degree in a field related to video production and broadcasting of television programming; a minimum of three (3) years practical experience in the technical operations of a television station; prior experience with the operation of a community PEG channel is highly desirable; or any combination of training and experience which provides the required knowledge, skills, and abilities. Must possess or be able to obtain a valid WI driver's license.

Updated
05.01.14

Village of McFarland

NOTES

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I hereby acknowledge that I have received a copy of and do understand the requirements of this position description. Dated this _____ day of _____, 20_____.

Employee Signature

Department Head Signature

COMMUNICATIONS SPECIALIST

POSITION DESCRIPTION

Position Title: Communications Specialist **FLSA:** Non-exempt
Department: Communications & Technology **Represented:** No
Reports to: Communications & Technology Director **Employment Category:** Part Time

POSITION SUMMARY

Distinguishing Characteristics of the Class

This position is responsible for enhancing village communications via social media & other forms of electronic communication, and assisting with the production of programs for McFarland's local PEG channel (WMCF). The work may involve occasional supervision of several part-time employees and occasional supervision of volunteers. Due to the small size of the staff, however, the Communications Specialist performs many of the day-to-day tasks required of the position.

Supervision Received

Performs under the supervision of the Communications & Technology Director.

Supervision Exercised

May provide direction and oversight of audio-visual technicians during projects & productions.

DESCRIPTION OF WORK

Essential Duties and Responsibilities

- Promote the Village & community via social media, village website, and other forms of electronic communication.
 - Assists other Village staff with the planning and execution of social media use & other electronic forms of communication.
 - Assists with the scheduling and dissemination of C&T Dept. programs and public service announcements.
 - Plans and produces video programming that reflects the educational, governmental, cultural, religious, and commercial activities of the McFarland community.
-

- Coordinates/conducts live video and taped productions from both in-studio and remote locations. May prepare scripts, conduct interviews, narrate, and operate video and audio equipment.
- Assists with the documenting of internal policies, work methods, and procedures relating to program operations.
- Maintains appropriate records and prepares required reports.
- Produces and disseminates informational and marketing materials promoting the production and access activities of WMCF.
- Makes presentations to service clubs and community groups to increase awareness of and encourage greater use of the ability of WMCF to disseminate information to the public.
- May initiate and assist in fundraising efforts.
- Performs other related duties as required.

Equipment Used

Specialized equipment associated with the taping, editing, production, and airing of video programming including video cameras, remote cameras, video server, audio mixer, DVD recorder, studio switcher, character generator, and video editing hardware/software. Operates personal computer/printer with a variety of software applications, phone, copier, fax machine, motor vehicle.

Work Environment and Working Conditions

Works in normal office setting with moderate noise levels. Occasionally works in uncontrolled setting in Wisconsin weather conditions when taping in the field. Attendance or taping of evening meetings required. Requires moderate lifting and physical activity at times.

TECHNICAL REQUIREMENTS

Knowledge of

- * Principles and practices of video production.
- * Videography and the basics of television and video production.
- * Video editing hardware, software, and techniques.
- * Computers, software, and character/graphics generators and their use in video production & graphic design.
- * Knowledge of social media and other forms of electronic communication.

Ability to

- † Interpret and implement policy and procedural direction from the Communications & Technology Director.
- † Operate audio and video production equipment.
- † Use computers in the production of visual content for social media & electronic communications.
- † Create and develop ideas for video programs, social media, and electronic communications.
- † Plan, organize, and direct the work of subordinate personnel to accomplish specific projects.
- † Maintain necessary records and prepare required reports.
- † Establish and maintain effective working relationships with the Communications & Technology Director, Administrator/ Treasurer, and other staff members, other governmental agencies, and the general public.
- † Work independently with a minimum of supervision.
- † Maintain a valid Wisconsin driver's license.

GENERAL COMPETENCIES

In carrying out the duties of this job, the employee is required to accomplish all of the tasks routinely associated with the performance of office-type functions

The employee must frequently lift and/or move up to 50 pounds and occasionally is required to perform heavy lifting and strenuous physical activity. The fine motor skills necessary to operate cameras and electronic video and audio equipment are required. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

- ◆ **ANALYTICAL SKILLS:** Identify problems and opportunities; review possible alternative course of action before selecting one; utilize information resources available when making decisions.
- ◆ **COMMUNICATION SKILLS:** Communicate ideas and information both in written, oral, and electronic form.
- ◆ **PROBLEM SOLVING SKILLS:** Develop feasible, realistic solutions to problems, recommend actions designed to prevent problems from occurring.
- ◆ **PLANNING AND ORGANIZATIONAL SKILLS:** Develop long-range plans to solve complex problems or take advantage of opportunities; establish systematic methods of accomplishing goals.
- ◆ **READING ABILITY:** Effectively read and understand information contained in memoranda, reports, ordinances, statutes, technical manuals, bulletins.
- ◆ **TECHNICAL COMPREHENSION:** Ability to learn, adopt, and apply new technology, computer systems and software programs.
- ◆ **ABILITY TO COMPREHEND AND FOLLOW INSTRUCTIONS:** Effectively follow verbal or written instructions from supervisor.
- ◆ **MATHEMATICAL ABILITY:** Calculate basic arithmetic problems (addition, subtraction, multiplication, division) without aid of a calculator.
- ◆ **TIME MANAGEMENT SKILLS:** Set priorities in order to meet assignment deadlines.
- ◆ **MARKETING SKILLS:** Ability to promote the McFarland brand on social media, websites, and other forms of electronic communication.

DESIRED QUALIFICATIONS

A high school diploma and a Bachelor’s degree in a field related to communications or marketing; a minimum of three (3) years practical experience in marketing or communications; or any combination of training and experience which provides the required knowledge, skills, and abilities. Must possess or be able to obtain a valid WI driver’s license.

Updated
05.01.14

Village of McFarland

NOTES

1. *The job duties listed herein are intended only as illustrations of the types of work that may be performed. 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.*
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I hereby acknowledge that I have received a copy of and do understand the requirements of this position description. Dated this ____ day of _____, 20__.

Employee Signature

Department Head Signature

SENIOR AUDIO VISUAL TECHNICIAN

POSITION DESCRIPTION

Position Title: Senior Audio Visual Technician
Department: Communications & Technology
Reports to: Communications & Technology Director

FLSA: Non-Exempt
Represented: No
Employment Category: Part Time

POSITION SUMMARY

Distinguishing Characteristics of the Class

This position is responsible for taping and more complex editing of cable programs, for higher level responsibilities associated with the operations of cable station WMCF, and for other audio visual needs in the Village.

Supervision Received

Performs under supervision of the Communications & Technology Director

Supervision Exercised

May provide direction and oversight of audio-visual technicians during projects and productions.

DESCRIPTION OF WORK

Essential Duties and Responsibilities

- Operates video, audio, and related equipment used in the videotaping and production of WMCF programs.
 - Videotapes and edits programs of government meetings, community events, and school events.
 - Assists with the updating of the weekly program replay schedule.
 - Conducts routine operational procedures such as ingesting videos to the server, uploading video files to the video-on-demand hosting service, duplicating DVDs, and converting VHS tape formats to DVD formats.
-
- Assists with the installation and maintenance of video and audio equipment.

- Assists the Communications & Technology Director & Communications Specialist with the scheduling and airing of all programs.
- Assists the Communications & Technology Director & Technical Specialist with capital upgrades and general technical issues for all Village departments.

Equipment Used

Specialized equipment associated with the taping, editing, production, and airing of cable television programming including video cameras, remote cameras, video server, audio mixer, DVD recorder, studio switcher, character generator, and video editing hardware/software. Operates projectors, sound systems, digital camera, personal computer/printer with a variety of software applications, phone, copier, fax machine, motor vehicle.

Work Environment and Working Conditions

Works in normal office setting with moderate noise levels. Occasionally works in uncontrolled setting in Wisconsin weather conditions when taping in the field. Attendance or taping of evening meetings required. Requires moderate lifting and physical activity at times.

TECHNICAL REQUIREMENTS

Knowledge of

- * Videography and the principles and practices of video production.
- * Video editing hardware, software, and techniques.
- * Computers, software, and character/graphics generators and their use in video production.

Ability to

- † Operate video and audio production equipment.
- † Use computers in the production of cable programs.
- † Capture quality content and video and audio inputs for cable programs.
- † Troubleshoot and correct minor technical problems.

- † Assist with the updating of the weekly program replay schedule.

- † Follow standard departmental policies and procedures.
- † Direct the work of less experienced personnel.
- † Establish and maintain effective working relationships with fellow employees and the general public.
- † Work independently with a minimum of supervision.
- † Maintain a valid Wisconsin driver's license.

GENERAL COMPETENCIES

In carrying out the duties of this job, the employee is required to accomplish all of the tasks routinely associated with the performance of office-type functions

The employee must frequently lift and/or move up to 50 pounds and occasionally is required to perform heavy lifting and strenuous physical activity. The fine motor skills necessary to operate cameras and electronic video and audio equipment are required. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

- ◆ **ANALYTICAL SKILLS:** Identify problems and opportunities; review possible alternative course of action before selecting one; utilize information resources available when making decisions.
- ◆ **COMMUNICATION SKILLS:** Communicate ideas and information both in written and oral form.
- ◆ **PROBLEM SOLVING SKILLS:** Develop feasible, realistic solutions to problems, recommend actions designed to prevent problems from occurring.
- ◆ **ORGANIZATIONAL SKILLS:** Establish systematic methods of accomplishing goals.
- ◆ **READING ABILITY:** Effectively read and understand information contained in memoranda, reports, ordinances, statutes, technical manuals, bulletins.
- ◆ **TECHNICAL COMPREHENSION:** Ability to learn, adopt, and apply new technology, computer systems and software programs.
- ◆ **ABILITY TO COMPREHEND AND FOLLOW INSTRUCTIONS:** Effectively follow verbal or written instructions from supervisor.

- ◆ **MATHEMATICAL ABILITY:** Calculate basic arithmetic problems (addition, subtraction, multiplication, division) without aid of a calculator.
- ◆ **TIME MANAGEMENT SKILLS:** Set priorities in order to meet assignment deadlines.

DESIRED QUALIFICATIONS

A high school diploma and an AA degree in a field related to production and cablecasting of television programming; a minimum of two (2) years practical experience in the taping of television programs is desired; prior experience with the operation of a community PEG channel is desirable; or any combination of training and experience which provides the required knowledge, skills, and abilities. Must possess or be able to obtain a valid WI driver's license.

NOTES

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2. *The work environment characteristics and physical demands described herein are representative of those that the employee encounters or must meet while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*
3. *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.*

I hereby acknowledge that I have received a copy of and do understand the requirements of this position description. Dated this _____ day of _____, 20_____.

Employee Signature

Department Head Signature

AUDIO VISIAUL TECHNICIAN

POSITION DESCRIPTION

Position Title: Audio Visual Technician	FLSA: Non-exempt
Department: Communications & Technology	Represented: No
Reports to: Communications & Technology Director	Employment Category: Part Time

POSITION SUMMARY

Distinguishing Characteristics of the Class

This position is responsible for taping and editing cable programs, for various routine responsibilities associated with the operations of cable station WMCF, and for other audio visual needs in the Village.

Supervision Received

Performs under supervision of the Communications & Technology Director.

Supervision Exercised

None.

DESCRIPTION OF WORK

Essential Duties and Responsibilities

- Operates video, audio, and related equipment used in the videotaping and production of WMCF programs.
 - Videotapes and edits programs of government meetings, community events, and school events.
 - Conducts routine operational procedures such as ingesting videos to the server, uploading video files to the video-on-demand hosting service, duplicating DVDs, and converting VHS tape formats to DVD formats.
 - Assists with the installation and maintenance of video and audio equipment.
-
- Provides audio visual support to the Village.

Equipment Used

Specialized equipment associated with the taping, editing, production, and airing of cable television programming including video cameras, remote cameras, video server, audio mixer, DVD recorder, studio switcher, character generator, and video editing hardware/software. Operates projectors, sound systems, digital camera, personal computer/printer with a variety of software applications, phone, copier, fax machine, motor vehicle.

Work Environment and Working Conditions

Works in normal office setting with moderate noise levels. Occasionally works in uncontrolled setting in Wisconsin weather conditions when taping in the field. Attendance or taping of evening meetings required. Requires moderate lifting and physical activity at times.

TECHNICAL REQUIREMENTS

Knowledge of

- * Videography and the principles and practices of video production.
- * Video editing hardware, software, and techniques.
- * Computers, software, and character/graphics generators and their use in video production.

Ability to

- † Operate video and audio production equipment.
- † Use computers in the production of cable programs.
- † Capture quality content and video and audio inputs for cable programs.
- † Troubleshoot and correct minor technical problems.
- † Follow standard departmental policies and procedures.
- † Establish and maintain effective working relationships with fellow employees and the general public.
- † Work independently with a minimum of supervision.
- † Maintain a valid Wisconsin driver's license.

GENERAL COMPETENCIES

In carrying out the duties of this job, the employee is required to accomplish all of the tasks routinely associated with the performance of office-type functions

The employee must frequently lift and/or move up to 50 pounds and occasionally is required to perform heavy lifting and strenuous physical activity. The fine motor skills necessary to operate cameras and electronic video and audio equipment are required. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

- ◆ **ANALYTICAL SKILLS:** Identify problems and opportunities; review possible alternative course of action before selecting one; utilize information resources available when making decisions.
- ◆ **COMMUNICATION SKILLS:** Communicate ideas and information both in written and oral form.
- ◆ **PROBLEM SOLVING SKILLS:** Develop feasible, realistic solutions to problems, recommend actions designed to prevent problems from occurring.
- ◆ **ORGANIZATIONAL SKILLS:** Establish systematic methods of accomplishing goals.
- ◆ **READING ABILITY:** Effectively read and understand information contained in memoranda, reports, ordinances, statutes, technical manuals, bulletins.
- ◆ **TECHNICAL COMPREHENSION:** Ability to learn, adopt, and apply new technology, computer systems and software programs.
- ◆ **ABILITY TO COMPREHEND AND FOLLOW INSTRUCTIONS:** Effectively follow verbal or written instructions from supervisor.
- ◆ **MATHEMATICAL ABILITY:** Calculate basic arithmetic problems (addition, subtraction, multiplication, division) without aid of a calculator.
- ◆ **TIME MANAGEMENT SKILLS:** Set priorities in order to meet assignment deadlines.

DESIRED QUALIFICATIONS

A high school diploma, with an AA degree in a field related to production and broadcasting of television programming preferred; some practical or academic experience in the taping of television programs is desired; or any combination of training and experience which provides the required knowledge, skills, and abilities. Must possess or be able to obtain a valid WI driver's license.

NOTES

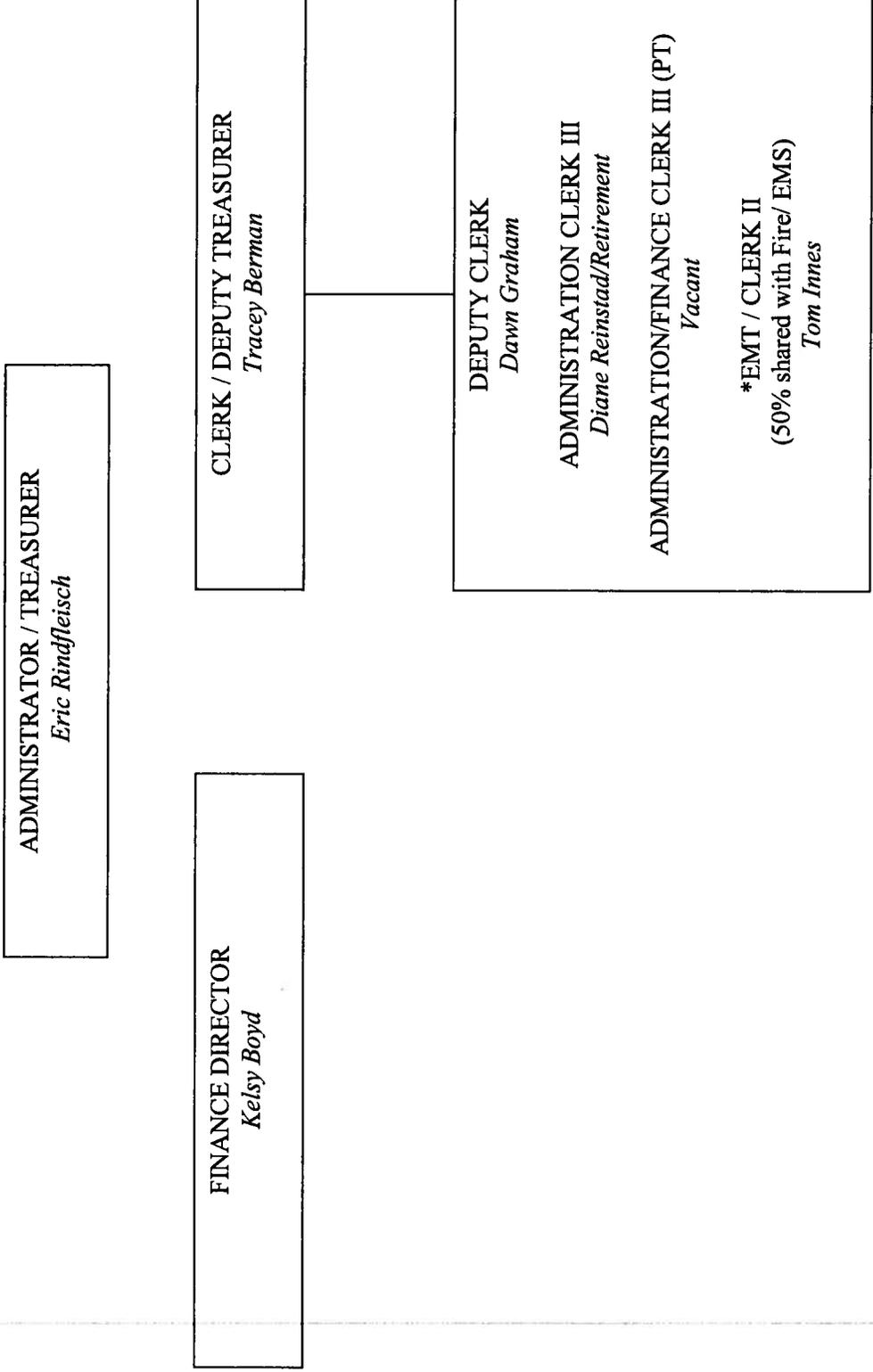
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I hereby acknowledge that I have received a copy of and do understand the requirements of this position description. Dated this _____ day of _____, 20____.

Employee Signature

Department Head Signature

ADMINISTRATION



* AFSCME represented.

ADMINISTRATOR / TREASURER

POSITION DESCRIPTION

Position Title: Administrator/Treasurer

FLSA: Exempt

Department: Administration

Represented: None

Reports to: Village Board

Employment Status: Full Time

POSITION SUMMARY

Distinguishing Characteristics of the Class

This position is responsible for the overall administration of Village government, including coordinating and supervising the activities of all Village departments and the delivery of municipal services. In addition, the position serves as the chief administrative officer of the Village and is assigned the statutory responsibilities of the treasurer position, advising the Village Board on policy issues, and carrying out the directives of and implementing the policy decisions of the Village Board.

Supervision Received

Performs under the general direction and policies established by the Village Board, but exercises considerable initiative and independent judgement in determining organizational goals, priorities and work practices.

Supervision Exercised

Oversees the work of the heads of the following Village departments: Administration and Finance; Cable & Technology; Community Development; Fire and EMS; Library; Senior Outreach Services; Police; and Public Works/Utilities.

DESCRIPTION OF WORK

Essential Duties and Responsibilities

- Performs or delegates and supervises the work of the treasurer as defined in the Municipal Code and State Statutes.
- Provides leadership and direction to the Village Board in establishing long-range Village-wide goals and objectives.
- Manages and supervises the activities of Village departments and the delivery of municipal services to achieve goals within available resources.
- In coordination with the departments heads, prepares and recommends an annual budget to the Village Board and administers the adopted budget. The budgets include the

enterprise funds of the Water Utility, Sewer Utility, and Stormwater Utility and the special revenue funds of two tax increment districts.

- Communicates official plans, policies, and procedures to staff and the general public.
- Supervises financial management, accounting, and reporting activities and directs the investment and borrowing of funds to assure sound fiscal control.
- Establishes standard purchasing policies and procedures and generally oversees the purchase and contracting of services and supplies by Village departments.
- Coordinates and conducts collective bargaining with employee unions.
- Serves as personnel officer, establishes and administers standardized personnel policies and procedures.
- Prepares employee job descriptions and administers employee compensation.
- Coordinates the recruitment, selection, evaluation, disciplining, and termination of employees and the hearing of grievances.
- Identifies issues, opportunities, and policy options for consideration by the Village Board.
- Serves as information officer and represents the Village in dealings with the media, other government agencies, and the general public.
- Coordinates information technology systems and procedures.
- Recommends the placement and level of insurance coverages for risk management purposes.
- Tracks and analyzes the impact of proposed and adopted changes in legislation.
- Recommends the selection of firms to provide professional services, including legal, auditing, property assessment, engineering, architectural, codification, and specialized consulting services.
- Establishes and maintains procedures to facilitate communications between citizens and Village government to assure that complaints, grievances, suggestions and other matters receive prompt attention by the appropriate Village official(s).
- Performs other related duties as required.

Equipment Used

Personal computer/printer and various software applications, calculator, phone, copier, fax machine.

Work Environment and Working Conditions

Works in normal office setting with moderate noise levels; hours beyond the normal work week required, including some work on weekends. Frequent attendance at evening meetings required.

TECHNICAL REQUIREMENTS

Knowledge of

- * Current principles and practices of municipal administration and ability to keep abreast of future developments in the field.
- * Applicable federal and state laws, regulatory codes, and municipal ordinances and the ability to interpret and apply them in a variety of situations.
- * The measures and standards by which the efficiency, effectiveness, and quality of municipal services can be evaluated.
- * Municipal finance, budgeting, GASB accounting, purchasing and financial management methods and procedures.
- * The finances and management of municipal utilities and TIF districts.
- * Personnel administration functions and techniques.
- * Data processing applications and basic computer skills.

Ability to

- † Efficiently and effectively administer a municipal government.
 - † Plan, organize, direct, and evaluate the work of departments and personnel delivering a wide range of municipal services.
 - † Forecast the operational and capital needs of the various departments and formulate and administer an integrated budget for the village.
 - † Establish and enforce standard administrative procedures for all departments.
 - † Determine proper priorities, set work schedules and deadlines, and delegate work to accomplish objectives.
-
- † Maintain and manage records and to prepare required reports.

- † Identify policy issues, analyze policy options, and recommend policy alternatives to the Village Board.
- † Interpret and implement policy and procedural direction from the Village Board.
- † Establish and maintain effective working relationships with the Village Board, department heads, employees, other governmental agencies, and the general public.
- † Represent the Village in meetings, public presentations, and before the media.

GENERAL COMPETENCIES

In carrying out the duties of this job, the employee is required to accomplish all of the tasks routinely associated with the performance of office type functions. In addition, the employee must be able to satisfy the following competency requirements.

- ◆ **ANALYTICAL SKILLS:** Identify problems and opportunities; review possible alternative courses of action before selecting one; utilize information resources available when making decisions.
- ◆ **COMMUNICATION SKILLS:** Communicate ideas and information both in written and oral form.
- ◆ **PROBLEM-SOLVING SKILLS:** Develop feasible, realistic solutions to problems and recommend actions designed to prevent problems from occurring.
- ◆ **PLANNING AND ORGANIZATIONAL SKILLS:** Develop long-range plans to solve complex problems or take advantage of opportunities; establish systematic methods of accomplishing goals.
- ◆ **MATHEMATICAL ABILITY:** Calculate basic arithmetic problems (addition, subtraction, multiplication, division) without aid of a calculator.
- ◆ **TIME MANAGEMENT SKILLS:** Set priorities in order to meet assignment deadlines.

DESIRED QUALIFICATIONS

A B.A. degree in public or business administration or related field, with a M.A., M.P.A., or M.B.A. degree highly desirable; a minimum of ten (10) years of progressively responsible administrative experience in a local government setting providing familiarity with the full range of municipal services including utilities and TIF districts, prior supervisory experience; must be bondable; or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

Updated
01.04.16

Village of McFarland

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Administrator Treasurer.doc

NOTES

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3. *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.*

I hereby acknowledge that I have received a copy of and do understand the requirements of this position description. Dated this _____ day of _____, 20_____.

Employee Signature

Department Head Signature

VILLAGE CLERK / DEPUTY TREASURER

POSITION DESCRIPTION

Position Title: Village Clerk/Deputy Treasurer

Department: Administration

Reports to: Administrator / Treasurer

FLSA: Exempt

Represented: No

Employment Status: Full Time

POSITION SUMMARY

Distinguishing Characteristics of the Class

The very responsible technical work of this single position class involves performing various functions of the offices of municipal clerk and municipal treasurer, as defined by State Statute and Municipal Code, and management of administration services. The work involves issuing licenses and permits, overseeing the collection of taxes and fees, conducting elections, serving as Clerk of the Board of Review and Ethics Board, attending Village Board meetings and taking and preparing minutes, overseeing the preparing of biweekly payrolls and related reports, administering employee benefit plans, developing and maintaining administration department policies and procedures, representing management for collective bargaining, and coordinating the maintenance of the Village web site. This position also supervises administrative support staff.

Supervision Received

Performs under the direction and supervision of the Administrator/Treasurer, but exercises considerable independent judgement in establishing work priorities, determining work methods, and delegating work to others.

Supervision Exercised

This position supervises three administrative support positions.

DESCRIPTION OF WORK

Essential Duties and Responsibilities

- Hires, supervises and coordinates the work of other administrative support personnel, including coaching and conducting performance evaluations.
- Prepares and distributes agendas for Village Board and committee meetings; attends Village Board meetings and takes and prepares minutes.
- Serves as Clerk for the Board of Review and Ethics Board.
- Serves as staff person on the Personnel Committee.
- Prepares and publishes or mails legal notices and public hearing notices.

- Coordinates the posting of tax assessment rolls, the issuance of alcohol beverage and pet licenses and various permits, and the process of collecting real estate and personal property taxes, fees, and special assessments.
- Coordinates pre and post elections administration, schedules and trains election inspectors, oversees election-day activities and the tabulation and reporting of election results, and coordinates and serves on the Municipal Board of Canvassers.
- Ensures compliance with open meetings and public records laws.
- Oversees the processing of accounts receivable and special assessment transactions.
- Oversees and coordinates the preparation of biweekly payrolls for all Village employees and related reports to outside agencies, including the Department of Employee Trust Funds and the Internal Revenue Service.
- Coordinates employee benefit plans, orients and enrolls new employees in benefit programs.
- Coordinates the Employee Appreciation Program.
- Establishes and maintains a system of personnel records.
- Prepares and handles confidential labor relations materials, including collective bargaining and disciplinary matters. Participates in the determination of collective bargaining strategies and represents management in collective bargaining negotiations.
- Establishes and implements office and administrative policies and procedures.
- Provides back-up clerical assistance as needed.
- Serves as notary public.
- Establishes and administers standardized personnel policies and procedures, maintains personnel records.
- Prepares and maintains employee job descriptions and administers employee compensation and benefit plans.
- Coordinates risk management operational functions
- Performs other related duties as required.

Equipment Used

Personal computer/printer with various software applications, calculator, phone, copy machine, fax machine, Automark Voter Assistance Terminal, and DS 200 voting equipment.

Work Environment and Working Conditions

Works in normal office setting with moderate noise levels. Regular hours beyond the normal work week required; attendance at evening meetings required.

TECHNICAL REQUIREMENTS

Knowledge of

- * Applicable federal and state laws, regulatory codes, and municipal ordinances and the ability to interpret and apply them in different situations.
- * Supervisory principles and practices and performance evaluation techniques.
- * Wisconsin tax collecting process and procedure, assessments, plat maps, certified survey maps, election laws and procedures, liquor licensing regulations.
- * Current office methods, practices, and procedures.
- * Commonly used data processing applications and the design and function of web sites.
- * Records management practices.
- * Labor relations procedures.

Ability to

- † Perform the statutory duties of the clerk and treasurer offices.
- † Supervise the work of administrative support personnel and evaluate their performance.
- † Maintain accurate payroll, personnel and fringe benefit records.
- † Prepare accurate and timely financial reports.
- † Determine proper priorities, delegate work and meet established deadlines.
- † Take and prepare accurate and detailed minutes of meetings.
- † Establish and maintain effective working relationships with the Village Board, Administrator, department heads, fellow employees, other governmental agencies, and the general public.
- † Maintain confidentiality of payroll, personnel, and labor relations information.

GENERAL COMPETENCIES

While performing the duties of this job, the employee is required to accomplish all of the tasks routinely associated with the performance of office type functions. In addition, the employee must be able to satisfy the following competency requirements.

- ◆ **ANALYTICAL SKILLS:** Identify problems and opportunities; review possible alternative courses of action before selecting one; utilize information resources available when making decisions.
- ◆ **COMMUNICATION SKILLS:** Communicate ideas and information effectively in both written and oral form.
- ◆ **PROBLEM-SOLVING SKILLS:** Develop feasible, realistic solutions to problems; recommend actions designed to prevent problems from occurring; refer problems to supervisor when necessary.
- ◆ **PLANNING AND ORGANIZATIONAL SKILLS:** Develop long-range plans to solve complex

problems or take advantage of opportunities; establish systematic methods of accomplishing goals.

- ◆ **READING ABILITY:** Effectively read and understand information contained in memoranda, reports, ordinances, statutes, technical manuals, bulletins.
- ◆ **TECHNICAL COMPREHENSION:** Ability to learn, adopt, and apply new technology, computer systems and software programs.
- ◆ **ABILITY TO COMPREHEND AND FOLLOW INSTRUCTIONS:** Effectively follow verbal or written instructions from supervisor.
- ◆ **MATHEMATICAL ABILITY:** Calculate basic arithmetic problems (addition, subtraction, multiplication, division) without aid of a calculator.
- ◆ **TIME MANAGEMENT SKILLS:** Set priorities in order to meet assignment deadlines.

DESIRED QUALIFICATIONS

An Associate's degree in office management or related field, Certified Municipal Clerk, Wisconsin Municipal Clerk designation or completion of Wisconsin Municipal Clerk Institute and Wisconsin Municipal Treasurer's Completion Course; a minimum of five to seven years of office management; payroll/personnel, preferably in a municipal government setting; previous supervisory training and/or experience; working knowledge of commonly used software and web site applications; must be bondable; or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

Updated:
01.04.16

Village of McFarland

NOTES

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I hereby acknowledge that I have received a copy of and do understand the requirements of this position description. Dated this _____ day of _____, 20__.

Employee Signature

Department Head Signature

DEPUTY CLERK

POSITION DESCRIPTION

Position Title: Deputy Clerk
Department: Administration
Reports to: Clerk/Deputy Treasurer

FLSA: Non-exempt
Represented: No
Employment Status: Full Time

POSITION SUMMARY

Distinguishing Characteristics of the Class

This position is responsible for assisting the Clerk/Deputy Treasurer in carrying out the duties and responsibilities of municipal clerk as required by federal, state and/or municipal law and for performing clerical and administrative support functions for the Administration Department and other Village departments. The Deputy Clerk acts with full statutory authority under Wis. Stats. § 61.19 in the absence of the Clerk/Deputy Treasurer and exercises considerable initiative and independent judgment. The work involves assistance with property assessment, legal records, licensing and election administration; public relations and customer service responsibilities; and performing the duties involved in supporting and maintaining the overall operations of the Administration Department and other Village departments. The work requires regular communication with the general public, Village department heads and employees, elected and appointed officials and other local, state, and federal government and private sector agencies.

Supervision Received

Normally works under the regular direction and supervision of the Clerk/Deputy Treasurer, but exercises a moderate degree of independent judgment in setting work priorities and determining work procedures. When performing financial - related tasks, works under the policy direction and oversight of the Finance Director.

Supervision Exercised

Under the close direction and supervision of the Clerk/Deputy Treasurer may exercise occasional lead responsibilities related to the coordination, training, and communication of work assignments and work schedules for Administration Department staff and the Election Inspectors.

DESCRIPTION OF WORK

Essential Duties and Responsibilities

- Assists in the administration, coordination, supervision and conduct of elections.
 - Issues a variety of municipal licenses and renewals of licenses, as assigned, and prepares related notices and reports.
 - Issues a variety of municipal permits.
 - Assists in the management of official Village records.
 - Assists the Clerk/Deputy Treasurer with documentation of resolutions, ordinances and policies.
 - Assists in property tax collection, receipting and animal licensing.
 - Takes meeting minutes in the absence of Clerk/Deputy Treasurer or as assigned.
 - Serves as staff recorder for the Public Safety Committee.
 - Attends board, commission and committee meetings as assigned.
 - Serves as the Administration Department Web Coordinator and reviews, edits, and maintains general information and other departmental areas on the Village Website.
 - May serve as a receptionist for the Administration Department, refers visitors to appropriate personnel, provides customer services to callers and visitors, and disperses information on Village services, policies and procedures.
 - Answers, screens, and routes incoming phone calls and relays information to the Administrator, Clerk/Deputy Treasurer, Finance Director, and to other departments and staff.
 - Provides general secretarial and clerical assistance, types correspondence, does word processing, data entry, desktop publishing, and spreadsheets.
 - Establishes and maintains an effective working relationship with the general public, village departments and employees, elected and appointed officials and other local, state, and federal government and private sector agencies.
 - Maintains filing systems.
 - Processes incoming and outgoing mail.
-
- Receives, records, and deposits accounts receivable.
 - Maintains inventory and orders office supplies.

- Serves as a Notary Public.
- Maintains and updates Department policies and procedures.
- Prepares and processes payroll, submit Federal and State tax deposits and quarterly reports, assist in benefit implementation, prepare end of year W-2's and submit reports, reconcile end of year roll over leave time balances, and prepare "exposure and potential benefit liabilities" report for auditors.
- Assists other departments as required.
- Performs other related duties as required.

Equipment Used

Personal computer/printer with various software and internet applications, adding machine, calculator, telephone, copy machine, fax machine, postage machine, Automark Voter Assistance Terminal, and DS 200 voting equipment.

Work Environment and Working Conditions

Works in normal office setting with moderate noise levels. Occasional hours beyond the normal work week required; attendance at evening meetings required. Must be able to lift and move items up to 30 pounds.

TECHNICAL REQUIREMENTS

Knowledge of

- * Current office equipment, technology, terminology, procedures, and methods.
- * Design and maintenance of centralized records management systems.
- * Applicable federal and state laws, regulatory codes, and municipal ordinances and the ability to interpret and apply them in different situations.
- * Data entry, spreadsheet, data base management, and word processing software, techniques, and procedures.
- * Proper grammar, spelling, and punctuation.

Ability to

- † Carry out tasks with a minimum of direction and supervision.
- † Create and maintain documents requiring an exceptional level of detail and accuracy.
- † Communicate effectively in person, writing, and electronically with staff and the public.

- † Understand and carry out oral and written directions.
- † Interpret and accurately execute statutory requirements.
- † Type, proofread, and correct a variety of written materials.
- † Maintain confidentiality of sensitive records and materials.
- † Employ tact, courtesy, and good judgment in dealing with staff and the public.
- † Establish and maintain effective working relationships with supervisors and co-workers.
- † Learn and follow Village policies, procedures and ordinances.

GENERAL COMPETENCIES

While performing the duties of this job, the employee is required to accomplish all of the tasks routinely associated with the performance of office type functions. In addition, the employee must be able to satisfy the following competency requirements.

- ◆ **ANALYTICAL SKILLS:** Identify problems and opportunities; review possible alternative courses of action before selecting one; utilize information resources available when making decisions.
 - ◆ **COMMUNICATION SKILLS:** Communicate ideas and information effectively in both written and oral form.
 - ◆ **PROBLEM-SOLVING SKILLS:** Develop feasible, realistic solutions to problems; recommend actions designed to prevent problems from occurring; refer problems to supervisor when necessary.
 - ◆ **ORGANIZATIONAL SKILLS:** Establish systematic methods of accomplishing goals. Create and maintain detailed process and procedural documents.
 - ◆ **READING ABILITY:** Effectively read and understand information contained in memoranda, reports, technical manuals, bulletins.
 - ◆ **TECHNICAL COMPREHENSION:** Ability to learn, adopt, and apply new technology, computer systems and software programs.
 - ◆ **ABILITY TO COMPREHEND AND FOLLOW INSTRUCTIONS:** Effectively follow verbal or written instructions from supervisor.
 - ◆ **MATHEMATICAL ABILITY:** Calculate basic arithmetic problems (addition, subtraction, multiplication, division) without aid of a calculator.
-
- ◆ **TIME MANAGEMENT SKILLS:** Set priorities in order to meet assignment deadlines.

DESIRED QUALIFICATIONS

Associates degree in office management or experience in business office practices and procedures; CMC or WCMC certification preferred; two (2) years experience in municipal government; knowledge of general business administration and public administration; election administration experience desirable; intermediate computer and software skills; or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

Updated
01.04.16

Village of McFarland

NOTES

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I hereby acknowledge that I have received a copy of and do understand the requirements of this position description. Dated this _____ day of _____, 20__.

Employee Signature

Department Head Signature

ADMINISTRATION CLERK III

POSITION DESCRIPTION

Position Title: Administration/Clerk III
Department: Administration
Reports to: Clerk/Deputy Treasurer

FLSA: Non-exempt
Represented: No
Employment Status: Full-Time

POSITION SUMMARY

Distinguishing Characteristics of the Class

Clerk III is the highest level clerical classification. The skills and knowledge required of this position are commensurate to the more significant duties and responsibilities normally assigned to this classification.

This position is responsible for performing administrative, financial, and clerical related functions for the Clerk/Deputy Treasurer. The work involves providing administrative, clerical, bookkeeping, and financial support; providing customer service by telephone and in person; assisting with tax collections; supporting election administration; and other substantive duties involved in supporting and maintaining Village operations.

Supervision Received

Works under the general supervision of Clerk/Deputy Treasurer. Exercises a moderate degree of independent judgment in setting work priorities and determining work procedures. When performing finance and bookkeeping duties, works under the policy direction and oversight of the Finance Director.

Supervision Exercised

None.

DESCRIPTION OF WORK

Essential Duties and Responsibilities

- Assists with the maintenance of the Poll List and voter data using the Statewide Voter Registration System.
- Collects taxes and maintains tax reports.
- Attends committee meetings and prepares Agendas and Minutes of those and other government meetings.
- Serves as receptionist for the Administration Department and other Village Departments as needed; provides customer service in person, by telephone, and by email; disperses information on Village services, policies and procedures.

- Processes accounts payable and accounts receivable, and makes general ledger entries.
- Reconciles the central petty cash fund.
- Prepares and makes bank deposits.
- Creates, maintains and submits reports and documents related to administration, finance, benefit, payroll and human resources.
- Creates and maintains a wide variety of administrative and financial documents and spreadsheets using technical applications.
- Assists other departments as required.
- Performs other related duties as required.

Equipment Used

Personal computer with various software and internet applications, color and inkjet printers, calculator, telephone, copy machine, fax machine, postage machine, and audio-visual equipment.

Work Environment and Working Conditions

Works in normal office setting with moderate noise levels. Occasional hours beyond the normal work week required; attendance at evening meetings required. Must be able to lift and move items up to 30 pounds.

TECHNICAL REQUIREMENTS

Knowledge of

- * Current office equipment, technology, terminology, procedures and methods.
- * Municipal accounting software, preferably Civic Clarity.
- * Centralized paper and electronic records management systems.
- * High level data entry via spreadsheet, data base management and word processing techniques and procedures.
- * Basic bookkeeping and municipal accounting skills.
- * Proper grammar, spelling, and punctuation.

Ability to

- † Learn and apply Village policies, procedures and ordinances.
 - † Carry out tasks with a minimum of direction and supervision.
 - † Accurately execute tasks requiring an exceptional level of detail.
 - † Communicate effectively with individuals requesting information or assistance with special emphasis on telephonic communication; communicate effectively in written form.
-
- † Understand and carry out oral and written directions.
 - † Type, proofread, and correct a variety of detailed written materials and financial documents.

- † Maintain confidentiality of sensitive records and materials.
- † Employ tact, courtesy, and good judgment in dealing with the public.
- † Establish and maintain positive and effective working relationships with supervisors, and co-workers.

GENERAL COMPETENCIES

While performing the duties of this job, the employee is required to accomplish all of the tasks routinely associated with the performance of administrative support functions. In addition, the employee must be able to satisfy the following competency requirements.

- ◆ **ANALYTICAL SKILLS:** Identify problems and opportunities; review possible alternative courses of action before selecting one; utilize information resources available when making decisions.
- ◆ **COMMUNICATION SKILLS:** Communicate ideas and information effectively in both written and oral form.
- ◆ **PROBLEM-SOLVING SKILLS:** Develop feasible, realistic solutions to problems; recommend actions designed to prevent problems from occurring; refer problems to supervisor when necessary.
- ◆ **ORGANIZATIONAL SKILLS:** Establish systematic methods of accomplishing goals.
- ◆ **READING ABILITY:** Effectively read and understand information contained in memoranda, reports, technical manuals, bulletins, and financial documents.
- ◆ **TECHNICAL COMPREHENSION:** Ability to learn, adopt, and apply new technology, computer systems and software programs.
- ◆ **ABILITY TO COMPREHEND AND FOLLOW INSTRUCTIONS:** Effectively follow verbal and written instructions from supervisor.
- ◆ **MATHEMATICAL ABILITY:** Calculate basic math problems (addition, subtraction, multiplication, division) without aid of a calculator.
- ◆ **TIME MANAGEMENT SKILLS:** Set priorities in order to meet assignment deadlines.

MINIMUM QUALIFICATIONS

High School diploma. 3-5 years of progressively responsible administrative, financial, and clerical experience, preferably in a local government setting; high level of computer and

software skills; an Associate's degree in business management or related field preferred; or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

Updated:
01.04.16

Village of McFarland

NOTES

1. The job duties listed herein are intended only as illustrations of the types of work that may be performed. 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.
2. The work environment characteristics and physical demands described herein are representative of those that the employee encounters or must meet while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
3. 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.

I hereby acknowledge that I have received a copy of and do understand the requirements of this position description. Dated this _____ day of _____, 20____.

Employee Signature

Clerk/Deputy Treasurer Signature

FINANCE DIRECTOR

POSTION DESCRIPTION

Position Title: Finance Director
Department: Administration
Reports to: Administrator/Treasurer

FLSA: Exempt
Represented: No
Employment Status: Full Time

POSITION SUMMARY

Distinguishing Characteristics of the Class

The highly responsible professional work of this position involves managing and supervising the financial operations of the Village. It is also a hands-on position which performs critical and routine financial activities. Key responsibilities include: maintenance and reconciliation of all financial accounts and records; oversight of payroll and fringe benefit payments; oversight of accounts payable and receivable functions; under the oversight of the Administrator/Treasurer, development and monitoring the status of annual budgets; recommending and implementing financial policies and procedures; conducting year-end closeout activities and working with the audit firm on the annual financial audit; administering short and long term investments; and overseeing purchasing processes.

Supervision Received

Performs under the direction and general supervision of the Administrator, subject to the directives of the Village Board and the requirements of state statutes, Village ordinances, and generally accepted accounting principles and standards for municipal governments. Coordinates closely on many issues with the Clerk/Deputy Treasurer.

Supervision Exercised

Provides policy direction and oversight to Deputy Clerk, Administration Clerk, Administration/Finance Clerk, EMT/Clerk, and DPW Clerk when performing financial or bookkeeping related duties.

DESCRIPTION OF WORK

Essential Duties and Responsibilities

1. Maintain the accounting system for all Village funds.
 - Review, analyze and balance all accounts on a monthly basis.
 - Prepare journal entries as appropriate.
 - Prepare monthly internal financial statements and variance reports on a cash basis.
 - Work with Administrator to assist independent auditors with the annual audit by preparing various work papers and schedules.
 - Coordinate the preparation of the MDA portion of the audited financial statements.
 - Guide and instructs departments in proper accounting procedures.

- Review accounts receivable, accounts payable and utility billing accounts for accuracy.
- Perform monthly bank reconciliation.
- Coordinate preparation of vouchers payable report for Village Board action.
- Maintain Capital Projects data including updating spreadsheets.
- Review daily cash receipts.
- Review accounts receivable aging report monthly and follow-up as necessary.
- Verify that all payroll accounts in general ledger are balanced. Review preparation of payroll journal entries.
- File State and Federal quarterly and year-end reports timely. Ensure that all withholding taxes are paid according to Federal and State regulations.
- Verify property tax accounts in general ledger are reconciled including special assessments. Review and/or prepare applicable journal entries.
- Coordinate the updating and maintenance of Fixed Asset records.

2. Budget and Analysis Services

- Develop and implement annual budgeting process in coordination with the Administrator.
- Prepare revenue estimates for budget. Review fee amounts annually and recommend adjustments as needed.
- Prepare wage and benefit estimates for budget. Ensure all positions are included in estimates.
- Compile department budget requests. Analyze financial limits and make requested financial recommendations to Administrator.
- Assist with the preparation of the capital improvement plan.
- Assist with identification and application of strategic initiatives to the budget process.
- Under direction from the Administrator, supervise the compilation and distribution of the final adopted budgets.
- Provide regular budget management and financial analysis support to departments.
- Prepare financial proformas or projections, when requested, for any Village department, including TID districts.

3. Utility Functions

- Perform utility billing adjustments as reported by utility billing clerk.
- Approve check refunds of utility credits.
- Notification of NSF payments for utility bills.
- Coordinate with auditors the preparation of annual required State reports including Form C, PSC, Compliance Maintenance and annual disclosure reports.

4. Miscellaneous Assignments

- Assist the Administrator when necessary with various financial-related projects or assignments.
- Maintain payment schedules for all Village debt. Ensure that debt payments are made timely and accurately.
- Monitor daily cash management procedures and offer maintenance recommendations to all departments.
- Assist in the evaluation of risk management program and recommends the

- placement and level of insurance coverages.
- Project monthly, quarterly and annual cash flows to determine possible deficits and shortfalls.
 - Assist with supervision of Village investment and cash management practices.
 - Participates in the determination of collective bargaining strategies and represents management in collective bargaining negotiations.
 - Monitor the collection and administration of tax collection and special assessments.
 - Attend meetings as needed, some of which may be in the evening.
 - Perform other related duties as required.

Equipment Used

Personal computer/printer with various software office applications, calculator, phone, copy machine, fax machine.

Work Environment and Working Conditions

Works in normal office setting with moderate noise levels; hours beyond the normal work week required; attendance at evening meetings required.

TECHNICAL REQUIREMENTS

Knowledge of

- * Modern governmental accounting theory, principles, and practices.
- * Public finance and fiscal planning.
- * Payroll and accounts payable functions.
- * Budgetary, accounting and reporting systems, GAAFR, GAAP and GASB.
- * Applicable federal and state laws, regulatory codes, and municipal ordinances and the ability to interpret and apply them in different situations.
- * Supervisory principles and practices.

Ability to

- † Prepare and analyze complex financial reports.
- † Maintain efficient and effective financial systems and procedures.
- † Establish effective working relationships with co-workers and other contacts.
- † Communicate effectively orally and in writing.
- † Maintain excellent relations with the public.
- † Learn municipal accounting software, preferably Civic Clarity.
- † Maintain confidentiality of payroll, personnel, and labor relations information.

GENERAL COMPETENCIES

While performing the duties of this job, the employee is required to accomplish all of the tasks routinely associated with the performance of office type functions. In addition, the employee must be able to satisfy the following competency requirements.

- ◆ **ANALYTICAL SKILLS:** identify problems and opportunities; review possible alternative courses of action before selecting one; utilize information resources available when

making decisions.

- ◆ **COMMUNICATION SKILLS:** Communicate ideas and information effectively in both written and oral form.
- ◆ **PROBLEM-SOLVING SKILLS:** Develop feasible, realistic solutions to problems; recommend actions designed to prevent problems from occurring; refer problems to supervisor when necessary.
- ◆ **PLANNING AND ORGANIZATIONAL SKILLS:** Develop long-range plans to solve complex problems or take advantage of opportunities; establish systematic methods of accomplishing goals.
- ◆ **READING ABILITY:** Effectively read and understand information contained in memoranda, reports, ordinance, statutes, technical manuals, bulletins.
- ◆ **TECHNICAL COMPREHENSION:** Ability to learn, adopt, and apply new technology, computer systems and software programs.
- ◆ **ABILITY TO COMPREHEND AND FOLLOW INSTRUCTIONS:** Effectively follow verbal or written instructions from supervisor.
- ◆ **MATHEMATICAL ABILITY:** Calculate basic arithmetic problems (addition, subtraction, multiplication, division) without aid of a calculator.
- ◆ **TIME MANAGEMENT SKILLS:** Set priorities in order to meet assignment deadlines.

MINIMUM QUALIFICATIONS

Bachelor's degree in accounting, finance, or related field, or equivalent work experience. CPA Designation or equivalent. Minimum of five (5) years progressively responsible accounting experience, with three (3) years experience in municipal finances and budgeting preferred, supervisory experience desirable; or any combination of education and experience which provides the necessary knowledge, skills and abilities.

Updated
01.04.16

Village of McFarland

NOTES

1. *The job duties listed herein are intended only as illustrations of the types of work that may be performed. 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.*
2. *The work environment characteristics and physical demands described herein are representative of those that the employee encounters or must meet while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*
3. *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.

I hereby acknowledge that I have received a copy of and do understand the requirements of this position description. Dated this _____ day of _____, 20 _____.

Employee Signature

Department Head Signature

ADMINISTRATION/FINANCE CLERK III

POSITION DESCRIPTION

Position Title: Administration/Finance Clerk III	FLSA: Non-exempt
Department: Administration	Represented: No
Reports to: Clerk/Deputy Treasurer	Employment Status: Part-Time

POSITION SUMMARY

Distinguishing Characteristics of the Class

Clerk III is the highest level clerical classification. The skills and knowledge required of this position are commensurate to the more significant duties and responsibilities normally assigned to this classification.

This position is responsible for performing administrative, financial, and clerical related functions for the Clerk/Deputy Treasurer and Finance Director. The work involves providing bookkeeping, administrative, clerical, and financial support; providing customer service by telephone and in person; assisting with tax collections; supporting election administration; and other substantive duties involved in supporting and maintaining Village operations.

Supervision Received

Works under the general supervision of Clerk/Deputy Treasurer. Exercises a moderate degree of independent judgment in setting work priorities and determining work procedures. When performing finance and bookkeeping duties, works under the policy direction and oversight of the Finance Director.

Supervision Exercised

None.

DESCRIPTION OF WORK

Essential Duties and Responsibilities

- Processes accounts payable and accounts receivable, and makes general ledger entries.
- Oversees and reconciles the central petty cash fund.
- Prepares and makes bank deposits.
- Creates and maintains financial reporting documents.
- Creates, maintains and submits reports and documents related to administration, finance, benefit, payroll and human resources.

- Assists with the maintenance of the Poll List and voter data using the Statewide Voter Registration System.
- Collects taxes and maintains tax reports.
- Creates and maintains a wide variety of administrative and financial documents and spreadsheets using technical applications.
- Attends committee meetings and prepares Agendas and Minutes of those and other government meetings.
- Serves as back-up receptionist for the Administration Department and other Village Departments as needed; provides customer service in person, by telephone, and by email; disperses information on Village services, policies and procedures.
- Assists other departments as required.
- Performs other related duties as required.

Equipment Used

Personal computer with various software and internet applications, color and inkjet printers, calculator, telephone, copy machine, fax machine, postage machine, and audio-visual equipment.

Work Environment and Working Conditions

Works in normal office setting with moderate noise levels. Occasional hours beyond the normal work week required; attendance at evening meetings required. Must be able to lift and move items up to 30 pounds.

TECHNICAL REQUIREMENTS

Knowledge of

- * Basic municipal accounting principles.
- * Current office equipment, technology, terminology, procedures and methods.
- * Municipal accounting software, preferably Civic Clarity.
- * Centralized paper and electronic records management systems.
- * High level data entry via spreadsheet, data base management and word processing techniques and procedures.
- * Basic bookkeeping.
- * Proper grammar, spelling, and punctuation.

Ability to

- † Learn and apply Village policies, procedures and ordinances.
- † Carry out tasks with a minimum of direction and supervision.
- † Accurately execute tasks requiring an exceptional level of detail.
- † Communicate effectively with individuals requesting information or assistance with special emphasis on telephonic communication; communicate effectively in written form.

- † Understand and carry out oral and written directions.
- † Type, proofread, and correct a variety of detailed written materials and financial documents.
- † Maintain confidentiality of sensitive records and materials.
- † Employ tact, courtesy, and good judgment in dealing with the public.
- † Establish and maintain positive and effective working relationships with supervisors, and co-workers.

GENERAL COMPETENCIES

While performing the duties of this job, the employee is required to accomplish all of the tasks routinely associated with the performance of administrative support functions. In addition, the employee must be able to satisfy the following competency requirements.

- ◆ **ANALYTICAL SKILLS:** Identify problems and opportunities; review possible alternative courses of action before selecting one; utilize information resources available when making decisions.
 - ◆ **COMMUNICATION SKILLS:** Communicate ideas and information effectively in both written and oral form.
 - ◆ **PROBLEM-SOLVING SKILLS:** Develop feasible, realistic solutions to problems; recommend actions designed to prevent problems from occurring; refer problems to supervisor when necessary.
 - ◆ **ORGANIZATIONAL SKILLS:** Establish systematic methods of accomplishing goals.
 - ◆ **READING ABILITY:** Effectively read and understand information contained in memoranda, reports, technical manuals, bulletins, and financial documents.
 - ◆ **TECHNICAL COMPREHENSION:** Ability to learn, adopt, and apply new technology, computer systems and software programs.
 - ◆ **ABILITY TO COMPREHEND AND FOLLOW INSTRUCTIONS:** Effectively follow verbal and written instructions from supervisor.
 - ◆ **MATHEMATICAL ABILITY:** Calculate basic math problems (addition, subtraction, multiplication, division) without aid of a calculator.
 - ◆ **TIME MANAGEMENT SKILLS:** Set priorities in order to meet assignment deadlines.
-

MINIMUM QUALIFICATIONS

High School diploma. 3-5 years of progressively responsible administrative, financial, and clerical experience, preferably in a local government setting; high level of computer and software skills; an Associate's degree in accounting or related field preferred; or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

Updated:
01.04.16

Village of McFarland

NOTES

1. The job duties listed herein are intended only as illustrations of the types of work that may be performed. 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.
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3. 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.

I hereby acknowledge that I have received a copy of and do understand the requirements of this position description. Dated this ____ day of _____, 20____.

Employee Signature

Clerk/Deputy Treasurer Signature



APPLICATION FOR EMPLOYMENT

(Pre-Employment Questionnaire) (An Equal Opportunity Employer)

PERSONAL INFORMATION

			DATE
NAME		SOCIAL SECURITY NUMBER	
LAST	FIRST	MIDDLE	
PRESENT ADDRESS			
STREET	CITY	STATE	ZIP
PERMANENT ADDRESS			
STREET	CITY	STATE	ZIP
PHONE NO	ARE YOU 18 YEARS OR OLDER?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
ARE YOU PREVENTED FROM LAWFULLY BECOMING EMPLOYED IN THIS COUNTRY BECAUSE OF VISA OR IMMIGRATION STATUS?			Yes <input type="checkbox"/> _____ No <input type="checkbox"/> _____

EMPLOYMENT DESIRED

POSITION	DATE YOU CAN START	SALARY DESIRED
ARE YOU EMPLOYED NOW?	IF SO MAY WE INQUIRE OF YOUR PRESENT EMPLOYER?	
EVER APPLIED TO THIS COMPANY BEFORE?	WHERE?	WHEN?
REFERRED BY		

EDUCATION	NAME AND LOCATION OF SCHOOL	*NO OF YEARS ATTENDED	*DID YOU GRADUATE?	SUBJECTS STUDIED
GRAMMAR SCHOOL				
HIGH SCHOOL				
COLLEGE				
TRADE, BUSINESS OR CORRESPONDENCE SCHOOL				

GENERAL

SUBJECTS OF SPECIAL STUDY OR RESEARCH WORK

SPECIAL SKILLS

ACTIVITIES: (CIVIC ATHLETIC ETC.)

EXCLUDE ORGANIZATIONS, THE NAME OF WHICH INDICATES THE RACE, CREED, SEX, AGE, MARITAL STATUS, COLOR OR NATION OF ORIGIN OF ITS MEMBERS

U. S MILITARY OR NAVAL SERVICE	RANK	PRESENT MEMBERSHIP IN NATIONAL GUARD OR RESERVES
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*This form has been revised to comply with the provisions of the Americans with Disabilities Act and the final regulations and interpretive guidance promulgated by the EEOC on July 26, 1991.

FORMER EMPLOYERS (LIST BELOW LAST THREE EMPLOYERS, STARTING WITH LAST ONE FIRST).

DATE MONTH AND YEAR	NAME AND ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
FROM				
TO				
FROM				
TO				
FROM				
TO				
FROM				
TO				

WHICH OF THESE JOBS DID YOU LIKE BEST?

WHAT DID YOU LIKE MOST ABOUT THIS JOB?

REFERENCES: GIVE THE NAMES OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR.

	NAME	ADDRESS	BUSINESS	YEARS ACQUAINTED
1				
2				
3				

THE FOLLOWING STATEMENT APPLIES IN: MARYLAND & MASSACHUSETTS. (Fill in name of state.)
 IT IS UNLAWFUL IN THE STATE OF _____ TO REQUIRE OR ADMINISTER A LIE DETECTOR TEST
 AS A CONDITION OF EMPLOYMENT OR CONTINUED EMPLOYMENT. AN EMPLOYER WHO VIOLATES THIS LAW SHALL
 BE SUBJECT TO CRIMINAL PENALTIES AND CIVIL LIABILITY.

Signature of Applicant

IN CASE OF
EMERGENCY NOTIFY

NAME

ADDRESS

PHONE NO.

"I CERTIFY THAT ALL THE INFORMATION SUBMITTED BY ME ON THIS APPLICATION IS TRUE AND COMPLETE, AND I UNDERSTAND THAT IF ANY FALSE INFORMATION, OMISSIONS, OR MISREPRESENTATIONS ARE DISCOVERED, MY APPLICATION MAY BE REJECTED AND, IF I AM EMPLOYED, MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME. IN CONSIDERATION OF MY EMPLOYMENT, I AGREE TO CONFORM TO THE COMPANY'S RULES AND REGULATIONS, AND I AGREE THAT MY EMPLOYMENT AND COMPENSATION CAN BE TERMINATED, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE, AT ANY TIME, AT EITHER MY OR THE COMPANY'S OPTION. I ALSO UNDERSTAND AND AGREE THAT THE TERMS AND CONDITIONS OF MY EMPLOYMENT MAY BE CHANGED, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE, AT ANY TIME BY THE COMPANY. I UNDERSTAND THAT NO COMPANY REPRESENTATIVE, OTHER THAN IT'S PRESIDENT, AND THEN ONLY WHEN IN WRONG AND SIGNED BY THE PRESIDENT, HAS ANY AUTHORITY TO ENTER INTO ANY AGREEMENT FOR EMPLOYMENT FOR ANY SPECIFIC PERIOD OF TIME, OR TO MAKE ANY AGREEMENT CONTRARY TO THE FOREGOING.

DATE

SIGNATURE

DO NOT WRITE BELOW THIS LINE

INTERVIEWED BY:

DATE:

REMARKS:

NEATNESS

ABILITY

HIRED: Yes No

POSITION

DEPT.

SALARY/WAGE

DATE REPORTING TO WORK

APPROVED:

1.

2.

3.

EMPLOYMENT MANAGER

DEPT. HEAD

GENERAL MANAGER

Personnel Committee

Powers and Duties: Advises the Village Board on personnel policies, changes in organizational structure and classification and compensation plans.

Reference: Village of McFarland Code of Ordinances, Chap. 2, Art. V, Div. 6, Sec. 2-407

Composition/Terms: Standing Committee
(5 minimum) – 2 Village Trustees and 3 or more citizen members
All one-year terms

Meeting Date: 1st Monday at 6:30 p.m. in the Conference Room A of the Municipal Center

Department of Jurisdiction: Administration

Minutes Recorder: Administration Clerk III

Member Name	Position	Address Email	Telephone	Term Expiration
Brad Czebotar	Chairperson Village President	5211 Cook Street brad.czebotar@mcfarland.wi.us	838-9458	4/15/2016
Dan Kolk	Vice – Chairperson Village Trustee	6401 Pheasant Run dan.kolk@mcfarland.wi.us	838-7716	4/15/2016
Steven Kilpatrick	Citizen Member	5208 Cook St sjkilpatrick@aol.com	579-1142	4/30/2016
Peter Morehouse	Citizen Member	6305 Pheasant Run Pmorehouse55@gmail.com	838-9698	4/30/2016
Chris Spanos	Citizen Member	6419 Exchange St. Cspanosc6@gmail.com	838.8766	4/30/2016
Vacancy	Citizen Member			4/30/2016
Staff				
Tracey Berman	Clerk/Deputy Treasurer	Village of McFarland tracey.berman@mcfarland.wi.us	838-3153	
Diane Reinstad	Clerk III	Village of McFarland diane.reinstad@mcfarland.wi.us	838-3153	
Eric Rindfleisch	Village Administrator	Village of McFarland eric.rindfleisch@mcfarland.wi.us	838-3153	
Craig Sherven	Police Chief	Village of McFarland craig.sherven@mcfarland.wi.us	838-3151	