

**TO:** Hamburg Township Board of Trustees

**FROM:** Deborah Mariani, Deputy Treasurer

**DATE:** April 3, 2024

***AGENDA ITEM TOPIC: GRADE AND STEP INCREASE / SUSAN DEADMAN***

Number of Supporting Documents:

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### **REQUESTED ACTION**

Susan Deadman is an exemplary employee and critical staff member in the Treasury office. Susan has been with the Township since February 2018 and proves her value each day. She is efficient, diligent and excels in all tasks she performs.

In May 2023, Susan was tasked with many additional responsibilities due to the departure of the previous Deputy Treasurer. Without hesitation, Susan took on the new challenges including working a full week instead of her three days to learn the job and then to train the new Deputy Treasurer.

I am requesting a Grade / Step increase and a title change. Susan is presently Grade 4 Step 8 (\$26.34 per hour) Senior Treasurer's Assistant. I am requesting a change to Grade 5 Step 8 (\$30.40 per hour) Assistant to the Deputy Treasurer.

As the Treasurer's activities are limited to administrative, there is no duplication of operational day-to-day activities other than between Susan and the Deputy Treasurer. It is imperative that there are two people who understand the complexities of the Treasury office and can perform all duties associated with the Treasury office.

Your approval of this request is most appreciated.

Thank you.

**TO:** Hamburg Township Board of Trustees

**FROM:** Deborah Mariani, Deputy Treasurer

**DATE:** April 3, 2024

**AGENDA ITEM TOPIC:** *Recognition to Susan Deadman*

Number of Supporting Documents: 0

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### **REQUESTED ACTION**

Susan Deadman is an exemplary employee and critical staff member in the Treasury office. Susan has been with the Township since February 2018 and proves her value each day. She is efficient, diligent and excels in all tasks she performs.

In May 2023, Susan was tasked with many additional responsibilities due to the departure of the previous Deputy Treasurer. Without hesitation, Susan took on the new challenges including working a full week instead of her three days to learn the job and then to train the new Deputy Treasurer.

I am requesting Susan be given monetary recognition in the amount of \$1,400 for her diligence in supporting the running of the Treasury office at a very critical time...Summer and Winter Tax collection and Settlement.

Your consideration of this request is most appreciated.

Thank you.

# Hamburg Township Job Description

**JOB TITLE:** Assistant to the Deputy Treasurer

**REPORTS TO:** Deputy Treasurer

**JOB SUMMARY:**

This position is a necessary duplication of the Deputy Treasurer's responsibilities. The day-to-day operational duties are handled by the Deputy not the Treasurer. This individual handles the same duties as the Deputy.

**PRIMARY DUTIES & RESPONSIBILITIES:**

1. Assists the public over the phone and in person by explaining departmental policies and procedures; directs the person to other staff or agencies as appropriate.
2. Monitor assigned bank accounts; handles the transfer of funds as required to meet financial obligations of the Township.
3. Assumes responsibility for accounting and disbursement of real and personal property to the appropriate taxing entities.
4. Handles summer and winter tax preparation including ensuring the millage rates and special assessment are correctly put into the BS&A tax module; handles the setup of the bills ensuring all the details on the bills specifically dates are correct; handles the settlement of taxes with County in March.
5. Sorts daily mail and drop box payments.
6. Receives and processes tax payments and water/sewer utility payments; balancing daily receipts, generates related reports for Accounting; preparing daily bank deposit as necessary.
7. Issues dog licenses verifying and recording information required by the County.
8. Assumes responsibility for processing Accounts Payable checks for the Township and the Library; maintains related documentation.
9. Works closely with the County Treasurers Office to ensure files are coordinated and information is distributed as required to meet efficient, timely and legal requirements.
10. Maintains the Township's petty cash fund.
11. Assists with general operations of the Treasurer's Office.
12. Assumes responsibility for investigation and resolution of payment problems including NSF checks and stop payment requests.as needed.
13. Keep current with technology related to responsibility as well as the knowledge base required by the position.
14. Keeps files organized and retention schedule per State of Michigan statue.
15. Maintains Web site with any new Treasury updates to keep residents informed.
16. Works closely with Accounting to keep Cash Receipting and GL balanced with all transactions.

17. Works with Assessing to ensure Tax module and Assessing module are in balance; handles the import of information from Assessing for Board of Review, Vet Exemptions, PRE adjustments.
18. Maintains the Treasury yearly duty calendar.

**OTHER DUTIES & RESPONSIBILITIES:**

1. Performs other duties as assigned.

**JOB QUALIFICATIONS:**

1. Associate's degree in accounting, bookkeeping or a related field.
2. Two to four years of related governmental accounting/bookkeeping experience.
3. Computer skills necessary to maintain various departmental records, documents and reports. The incumbent is also required to utilize spreadsheet and financial recordkeeping software applications.
4. Interpersonal skills necessary to provide courteous and accurate information to all levels of staff, the general public, and others. The incumbent is also required to handle problem situations in a tactful, courteous and respectful manner.
5. Physical ability to properly operate required office equipment, retrieve documents from office files, transport items weighing up to 10 pounds, and occasionally stand for prolonged periods of time when assisting customers at the front counter.
6. Mental ability to handle pressures related to meeting deadlines and working on tasks requiring accuracy and attention to detail.

**WORKING CONDITIONS:**

1. Normal office environment with little, if any, discomfort due to heat, dust, noise and the like.

*This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. They are not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.*

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***I have reviewed this job description and find it to be an accurate summary of the position.***

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***Department Supervisor***

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***Employee***

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***Date***