

City of Hilshire Village Staff Structure & Duties

Job Title: City Administrator, City Secretary, and City Treasurer

Reports To: Mayor and City Council

Job Summary: The City Administrator, City Secretary, and City Treasurer is a multifaceted role responsible for overseeing the daily operations of the city, managing official records and documentation, and handling the city's financial matters. This position requires a combination of administrative, financial, and managerial skills to ensure efficient governance and compliance with state and local regulations.

Key Responsibilities:

1. City Administrator Duties:

- Oversee the implementation of city policies as directed by the City Council.
- Manage city departments and staff, providing leadership and ensuring effective service delivery.
- Develop and implement strategic plans, budgets, and capital improvement projects.
- Serve as a liaison between the City Council, city staff, and the public.
- Coordinate with external agencies and stakeholders on various city projects and initiatives.
- Address citizen inquiries and complaints, ensuring timely resolution.

2. City Secretary Duties:

- Maintain official city records, including meeting minutes, ordinances, resolutions, and contracts.
- Prepare agendas, notices, and packets for City Council meetings and public hearings.
- Record and transcribe minutes of City Council meetings and other official proceedings.
- Administer municipal elections in compliance with state and federal regulations.
- Ensure compliance with open meetings and public information laws.
- Certify and attest to official documents.

3. City Treasurer Duties:

- Manage the city's financial operations, including budgeting, accounting, and financial reporting.
- Prepare and present financial reports to the City Council.
- Oversee the collection of taxes, fees, and other city revenues.
- Manage city investments and monitor cash flow.
- Ensure compliance with financial regulations and audit requirements.
- Develop and implement financial policies and procedures.

Qualifications:

- Bachelor's degree in Public Administration, Business Administration, Finance, or a related field.
- Extensive experience in municipal government administration, including supervisory and financial management roles.

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- Strong knowledge of state and local government laws, regulations, and practices.
- Excellent communication, leadership, and organizational skills.
- Proficiency in financial management software and Microsoft Office Suite.

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Job Title: Assistant City Secretary and Permit Clerk

Reports To: City Administrator/City Secretary

Job Summary: The Assistant City Secretary and Permit Clerk supports the City Secretary in maintaining official records and assists in managing the city's permitting process. This role involves clerical and administrative duties, including record-keeping, customer service, and processing permits to ensure compliance with city ordinances.

Key Responsibilities:

1. Assistant City Secretary Duties:

- Assist in preparing agendas, notices, and packets for City Council meetings and public hearings.
- Support the maintenance of official city records, including filing and retrieving documents.
- Assist in recording and transcribing minutes of City Council meetings and other official proceedings.
- Help administer municipal elections, including voter registration and election logistics.
- Provide clerical support to the City Secretary and other city departments as needed.
- Respond to public records requests in accordance with open records laws.

2. Permit Clerk Duties:

- Process permit applications, including building, zoning, and other municipal permits.
- Review permit applications for completeness and compliance with city ordinances.
- Issue permits and maintain accurate records of all issued permits.
- Provide information and assistance to applicants regarding permit requirements and procedures.
- Coordinate inspections and ensure that all necessary approvals are obtained.
- Track and report on the status of permits and inspections.

Qualifications:

- High school diploma or equivalent; associate's degree in a related field preferred.
- Experience in administrative or clerical work, preferably in a municipal government setting.
- Knowledge of city ordinances, regulations, and permitting processes.
- Strong organizational, communication, and customer service skills.
- Proficiency in Microsoft Office Suite and municipal software applications.

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Shared Duties Analysis

Common Responsibilities:

1. **Record-Keeping and Documentation:**
 - Both positions involve maintaining accurate records and documentation. The City Secretary is responsible for official city records, while the Assistant City Secretary supports this function by filing and retrieving documents.
2. **Meeting Support:**
 - Both roles assist in preparing agendas, notices, and packets for City Council meetings and public hearings. The City Secretary handles the preparation, while the Assistant City Secretary provides support.
3. **Customer Service:**
 - Both employees interact with the public, addressing inquiries, and providing information. The City Administrator handles higher-level concerns and complaints, while the Assistant City Secretary and Permit Clerk assist with routine inquiries and permit-related questions.

Complementary Responsibilities:

1. **Administrative Support:**
 - The City Administrator/City Secretary provides overall leadership and direction, while the Assistant City Secretary offers clerical and administrative support to ensure smooth operations.
2. **Permitting Process:**
 - The Permit Clerk is primarily responsible for processing permits, but this task complements the City Administrator's role in overseeing city departments and ensuring compliance with city ordinances.

Distinct Responsibilities:

1. **Financial Management:**
 - The City Treasurer's responsibilities are unique to the City Administrator/City Secretary role, involving budgeting, financial reporting, and revenue collection, which are not part of the Assistant City Secretary and Permit Clerk's duties.
2. **Election Administration:**
 - While both roles assist with elections, the City Secretary has the primary responsibility for administering municipal elections, whereas the Assistant City Secretary provides support.