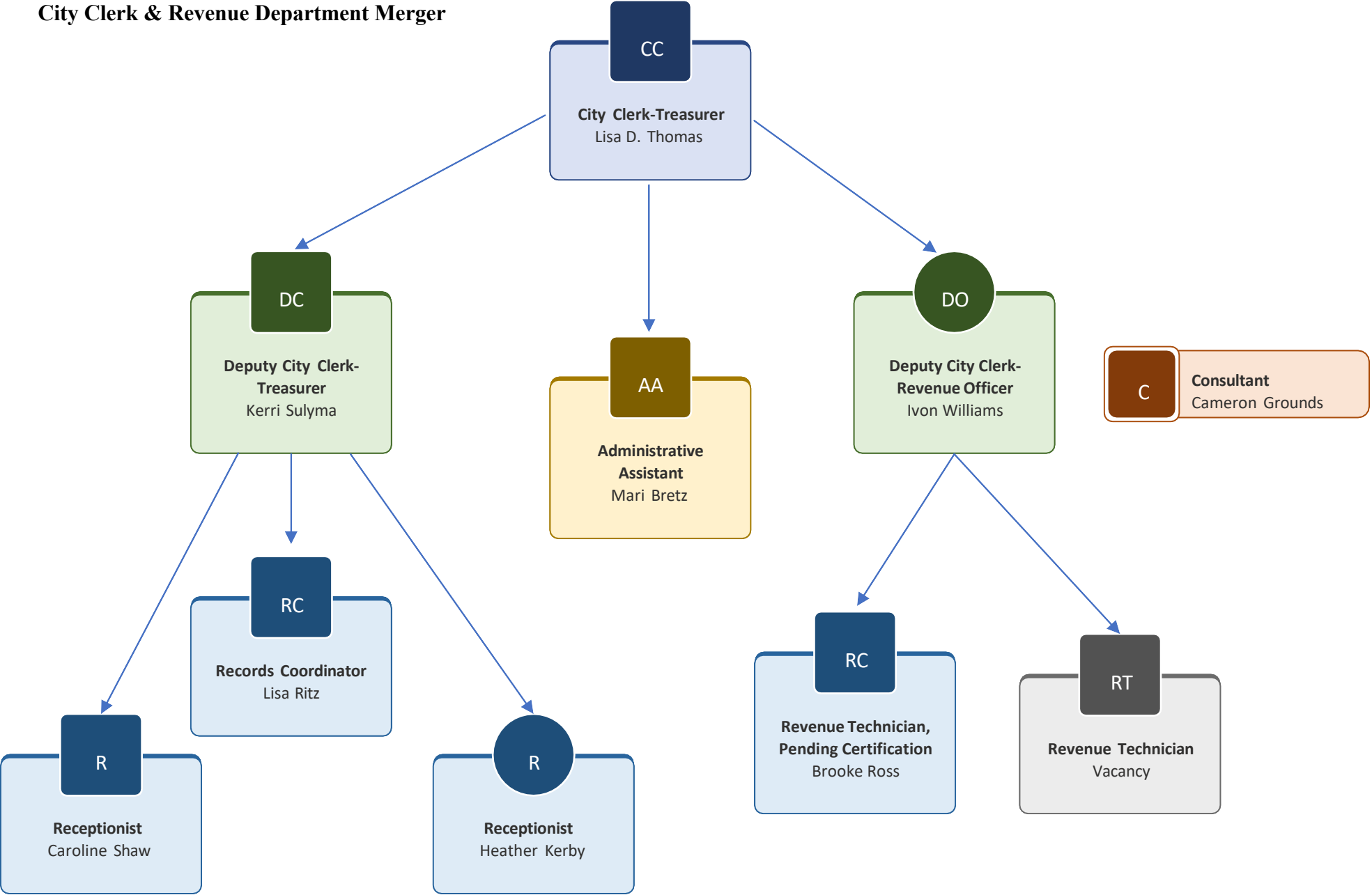


City Clerk & Revenue Department Merger





City of Madison

Job Description

Title: Deputy City Clerk – License & Revenue Officer

Department: City Clerk

Exempt/Nonexempt: E

Pay Grade: 12

Reports to: City Clerk

New Position

Position Change

Effective Date 5-8-23

Subordinate Staff : Revenue Technicians, Administrative Staff

The following information is designed to outline the functions and position requirements of this job. It does not identify all tasks that may be expected, nor address the performance standards that must be maintained.

General Position Summary:

This position is a deputy department head focused on revenue matters in the City Clerk Department. Work involves issuing and enforcing City privilege licenses (privilege, alcohol, taxicab/limousine, contractor), processing license fees, determining which classification a business falls under for licensing purposes, etc. This work is performed according to City ordinances and related state laws. Also, work involves performing collection and administrative tasks involved with City administered taxes (sales and use tax, rental tax, lodging tax, liquor tax, gasoline tax and cigarette tax).

Essential Functions/Major Responsibilities:

- Ensures that city-administered taxes and licenses are collected.
- Determines type of license to be purchased by taxpayer and computes fees due.
- Assists public with obtaining a new or renewal privilege license and provides information about state and city ordinances and procedures.
- Computes taxes remitted for mathematical accuracy and ensures that funds are remitted to the City Clerk's Office. Promptly notifies taxpayers of discrepancies.
- Monitors various taxes and licenses being collected and compares those amounts with budgeted amounts.
- Provides information to taxpayers to address problems or complaints regarding City licenses or taxes.
- Assists in estimating revenues for the City.
- Works with the Planning Department and Mayor's Office to project potential revenue from new business and development.
- Provides information on revenue and tax matters to elected and appointed officials.

- Supervises and trains other staff involved in City revenue collection.
- Assists in analyzing and proposing fee rate recommendations.
- Maintains departmental files and records on taxpayers.
- Works closely with IT regarding revenue and accounting system upgrades, improvements, and process automation.
- Inputs license and tax information into computer system.
- Performs related work as required by City Clerk.
- Makes presentations to City Council and other officials as needed.
- Prepares ordinances, resolutions, and other documents for consideration of City Council and other City officials.

Secondary Functions:

- Assist with mass mailings of privilege license applications.
- Work with other City departments (Building Department, Planning Department, Fire Department, Police Department, City Clerk's Office) regarding licensing of new businesses in Madison.
- Assists City Clerk with management of department personnel actions, including leave, pay, appraisal, budgeting, procurement, and other day-to-day activities.
- Custodian of equipment pertaining to revenue functions of department.
- Responsible for pick-up of mail from Post Office in absence of Deputy City Clerk-Treasurer.

Job Scope:

- Performs duties with little direction given.
- Independent decision making required in dealing with taxpayers.
- Decisions are made within procedural restraints established by law or departmental policy.
- Assistance with development of department budget.

Supervisory Responsibility:

- Training and mentoring of employees working on City revenue matters.
- Supervision and management of Revenue Technicians and administrative support staff.

Interpersonal Contacts:

- All departmental employees.
- Other department heads and their employees.
- Elected Officials.
- Other tax collecting entities (State, County, City).
- Citizens and business professionals.
- Various State Agencies.

Specific Job Skills:

- Ability to work at a fast pace to complete a high volume of work.
- Strong verbal and written skills to communicate with taxpayers regarding tax or license matters.
- Thorough knowledge of accounting practices and procedures, tax collection procedures and ability to explain them orally and in writing.
- Strong research and analytical skills for projecting potential revenues and problem solving.
- Advanced skills in revenue and accounting system software.
- Ability to work independently with minimal supervision.
- Ability to keep and maintain records.
- Ability to enforce city ordinances in a fair and impartial manner.
- Sound knowledge of tax and license ordinances.
- Strong project management, planning, prioritization, organization, and follow-up skills.
- Advanced computer skills (Excel, Word, Internet research).
- Strong mathematical skills.
- Strong leadership, training, and interpersonal skills.
- Ability to establish and maintain effective relationships with City departments and the general public.
- Ability to use telephone, copier, fax, and other office machines.

Education and/or Experience:

- Two (2) years of related experience in Revenue, Accounting, or Finance preferred, or any combination of education, training and/or experience which provides the required knowledge, skills and abilities for the job.
- Bachelor's Degree in Accounting or a related field required.
- Certification as Municipal Revenue Officer is required within four (4) years of employment.
- Proficient in speaking, reading, and writing in both English and Spanish preferred.

Job Conditions:

- Normal office working conditions, some overtime work may be necessary.
- Work in environment where there are frequent interruptions.
- Occasional travel may be required.
- Must be able to drive and must maintain a strong driving record for city-insurance purpose and record may be periodically checked by the city.
- Strong background record required, due to accessibility to city property and interaction with public.

Physical Capabilities:

Ability to communicate verbally and in writing with the public. Ability to stand/sit for extended periods of time. Ability to work on computer for extended periods of time. Occasionally lift and carry up to 25 pounds. Must be able to drive an automobile. Must have full range of physical motion to operate copy machine, calculator, fax machine, etc.

Department Head Approval, Date

Mayor Approval, Date



City of Madison

Job Description

Title Deputy City Clerk-Treasurer Department City Clerk-Treasurer

Exempt/Nonexempt Exempt Pay Grade 12 Reports to City Clerk-Treasurer

New Position Position Change Effective Date 5-8-23

Subordinate Staff City Hall Receptionists, Records Coordinator

The following information is designed to outline the functions and position requirements of this job. It does not identify all tasks that may be expected, nor address the performance standards that must be maintained.

General Position Summary:

Performs a variety of complex administrative activities for the efficient office operations of the department. Work involves attending council meetings, recording minutes of council meetings, and performing duties of the City Clerk-Treasurer in the absence of the City Clerk-Treasurer.

This individual is responsible for assisting with the implementation of policies, guidelines, and procedures established for the receipt, deposit, recording, and supervision of city funds that are within the custody of the City Clerk-Treasurer Department. The employee implements steps necessary to accelerate City-wide cash collection and deposit of funds, and works to expedite the recovery of insufficient fund checks. Ensures that internal control policies are in place and implemented. Supervises City Hall Receptionists, Records Coordinator, and in the City Clerk's absence, other department staff.

This individual serves under the general direction of the City Clerk-Treasurer with considerable latitude for independent judgment to use organization skills to meet deadlines and initiatives.

Essential Functions/Major Responsibilities:

1. General Departmental Duties

- Performs duties of City Clerk-Treasurer in her/his absence, including representing the City Clerk-Treasurer at City Council Meetings or other functions as needed.
- Provides procurement services to obtain supplies and equipment needed for the department.
- Responds to a variety of departmental and public requests for information; provides requested information or services when authorized or refers to appropriate individual for response.

- Oversees the following: Maintenance of files for vehicle and equipment titles and assists departments with obtaining tags for automobiles and equipment as required, mails applications for title to the state, receives tags, copies tag and delivers tag to appropriate department for placement on vehicle or equipment.
- Backup Administrative Assistant as timekeeper.
- Secures service for equipment repair.
- Assists in the preparation of departmental budget and monitors expenditures for budget compliance.

2. City Council Services

- Assists with coordination of, and obtains documentation for preparation of agenda for city council meetings.
- Prepares draft agenda for review by the City Clerk-Treasurer, Council President and Mayor.
- Prepares agenda packets for distribution to City Council.
- Works directly with City Clerk in the preparation and management of municipal elections.

3. Administrative Official – Weed Abatement

- Serves as the City’s “administrative official to exercise authority to perform duties delegated by the City’s local weed abatement law.” Must be knowledgeable in the law and develop related procedures to follow.

4. Fiscal Responsibility

- Directs and verifies receipt of all monies received by the City. Responsible for proper transmittal of receipts to accounting system; ensures monies are posted to proper banking institution cash accounts. Verifies daily bank deposits, secures the deposits in the city’s vault and delivers the deposits to the bank. Make sure posted to correct internal general ledger accounts.
- Prepares correspondence to individuals who have paid for services with insufficient funds to insure recovery of monies owed to the City; and other outstanding unpaid fees and follow-ups with additional demands seeking payment.
- Maintains sensitive and complex files related to banking services and statements.
- In the absence or at the request of the City Clerk-Treasurer ensures proper payment of warrants, claims, demands and requisitions.
- Prepares and maintains monthly cash receipts reports of monies received by all departments.
- Prepares annual revenue confirmation for the annual audit.
- Prepares and maintains monthly investment earning report for all city funds.
- Maintains and prepares special reports to show cash balances for various periods.
- Transfers funds between city bank accounts accurately and efficiently.

Secondary Functions:

- Provides back-up support/coverage to all positions in the department as needed.
- Provides notary public services to the public as needed.
- Assists City Clerk with management of personnel actions, including leave, pay, appraisal, budgeting, procurement, and other day-to-day activities.

Job Scope:

- Works under the general direction of the City Clerk-Treasurer.
- Performs duties with little direction given, operating from established directions and instructions.
- Decisions are made within general policy constraints and often require independent decision-making.
- Assist with budget preparation for the Department and compliance.

Supervisory Responsibility:

- Provides direct leadership to subordinates.
- Trains and mentors new employees in City Clerk office.
- Reviews and recommends training sessions, workshops, continuing education and other training relating to activities pursued by subordinates.

Interpersonal Contacts:

- Has daily communication with other employees, the public, and elected officials.
- Must be competent to communicate in a professional and courteous manner with sufficient knowledge to assist the party or to direct them to a department or individual who can provide assistance.

Specific Job Skills:

- Knowledge of rules, regulations, laws, and ordinances affecting City policies and operations of the department.
- Knowledge of rules pertaining to public meetings.
- General business operations knowledge, including large scale record keeping procedures and data security methods and techniques.
- Knowledge of city, federal and state laws and other regulations relating to banking and collection of delinquent accounts.
- Knowledge of principles and practices of auditing, general accounting, and internal controls.
- Strong verbal and writing skills necessary to communicate with city employees, elected officials, and the general public.
- Strong math skills to perform functions related to processing the deposit of funds, process cash receipts and to evaluate the bank statements.

- Strong computer skills including, MS Office, Excel, Word and Accounting software.
- Ability to ensure confidentiality of public records.
- Ability to exercise tact and diplomacy when interacting with others.
- Knowledge of bookkeeping and accounting procedures.
- Knowledge of revenue codes as they relate to calculating taxes and estimating revenue for the City.
- Some knowledge of issuing Business Licenses.
- Prioritization, organization, scheduling and follow-up skills required.
- Thorough knowledge of office practices, procedures and equipment.

Education and/or Experience:

- Bachelor's degree in Business, Accounting, Finance or related field required.
- Five (5) years of closely related experience and administrative, legal or accounting/finance related environment or similar environment.
- Experience working with mainframe accounting systems required.
- Strong work history of dependability and performance.
- Must be able to obtain Certified Municipal Clerk designation within four (4) years of employment.

Job Conditions:

- Normal office working conditions.
- Job may require long and flexible work hours.
- Frequent interruptions and some evening meetings.
- Must maintain a strong driving record for city insurance purposes and record may periodically checked by the city.
- Strong background record required, due to accessibility to city monies, records, and frequent interaction with public.
- Employee must be bondable.

Physical Capabilities:

- Ability to occasionally lift and carry up to 25 pounds.
- Ability to communicate verbally and in writing with the public.
- Ability to stand/sit for extended period of time.
- Ability to work on computer and telephone for extended period of time.

- Must have full range of physical motion in order to operate various tools and equipment independently and in a timely manner, etc.
- Ability to travel for training seminars.
- Ability to hear well enough to take minutes at meetings in a prompt manner.

Department Head, Date

Mayor, Date