



VILLAGE OF THIENSVILLE
Board of Trustees
AGENDA

DATE: Monday, March 6, 2023

LOCATION: 250 Elm Street, Thiensville, WI
SPECIAL BOARD OF TRUSTEES AGENDA

TIME: 7:00 PM

I. CALL TO ORDER

II. ROLL CALL

PRESIDENT: VAN MOBLEY
TRUSTEES: JENNIFER ABRAHAM
ANGELINA APOSTOLOS
KRISTINA ECKERT
ROB HOLYOKE
KENNETH KUCHARSKI
DAVID LANGE
ADMINISTRATOR: COLLEEN LANDISCH-HANSEN
ATTORNEY: TIM SCHOONENBERG
STAFF: DIRECTOR OF COMMUNITY SERVICES/PUBLIC WORKS ANDY LAFOND
POLICE CHIEF CURT KLEPPIN

III. PLEDGE OF ALLEGIANCE

IV. BUSINESS

A. Review and Action Regarding Resolution 2023-08 a Resolution Detailing the Village Board Decision Not to Specially Assess Those Properties Abutting Freistadt Road and Main Street Water Main Extension Project (att)

B. Review and Action regarding Main Street/Freistadt Road Water Connection Fees (att)

C. Review and Action Regarding Village Job Descriptions (att)

V. MOTION TO ADJOURN TO CLOSED SESSION

A. Pursuant to Wis. Stats. 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

VI. MOTION TO RECONVENE IN OPEN SESSION

A. Vote of Board to Reconvene

B. Review and possible action regarding Closed Session topic

VII. ADJOURNMENT

Colleen Landisch-Hansen, Interim Village Clerk

March 3, 2023

Please advise the Thiensville Municipal Hall, 250 Elm Street (262-242-3720) at least 24 hours prior to the start of this meeting if you have disabilities and desire special accommodations.

**VILLAGE OF THIENSVILLE
RESOLUTION NO. 2023-08**

**A RESOLUTION DETAILING THE VILLAGE BOARD DECISION
NOT TO SPECIALLY ASSESS THOSE PROPERTIES
ABUTTING FREISTADT ROAD AND MAIN STREET
WATER MAIN EXTENSION PROJECT**

RECITALS

WHEREAS, on _____, 2023, the Village Board of the Village of Thiensville (“Village Board”) reviewed whether to specially assess properties abutting a water main extension project on Freistadt Road and Main Street (the “Project”); and

WHEREAS, the Village Board determined that the Project was primarily initiated for the purpose of supporting and incentivizing future development in Tax Incremental District No. 2 as a public benefit; and

WHEREAS, the Village Board adopted the Tax Incremental District No. 2 Project Plan dated September 21, 2020 which identifies the Project as a TID eligible project cost to be paid for by tax increment revenues.

WHEREAS, since the Project was primarily intended as a public benefit and not as a special local benefit to the abutting land owners, that no special assessments shall be levied to abutting landowners for the Project; and

WHEREAS, such determination shall not limit the Village or any water utility from charging connection fees, plumbing fees or any other fees and charges allowable by law.

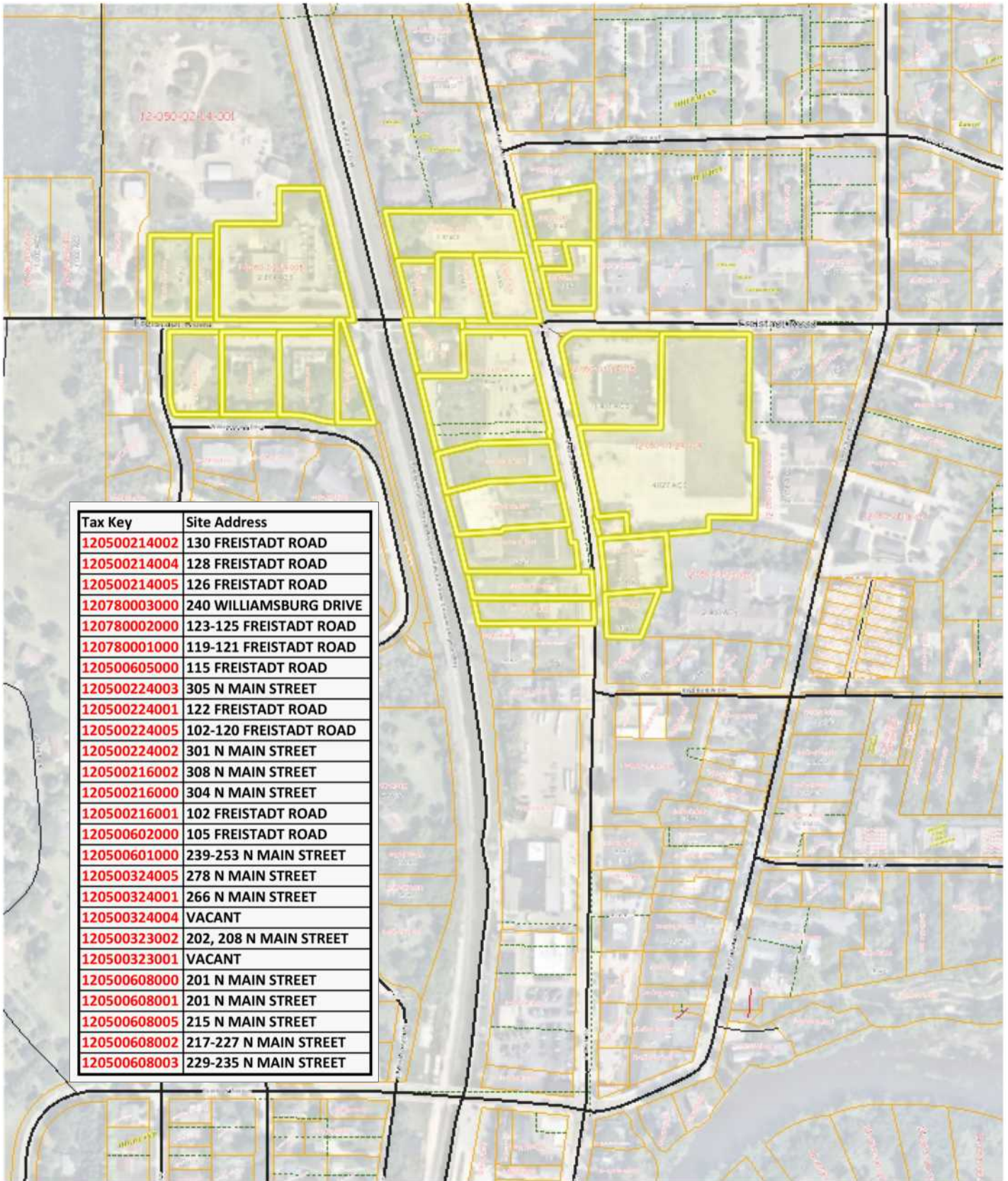
NOW, THEREFORE, BE IT RESOLVED that the Village Board of the Village of Thiensville hereby adopts the above recitals as findings and determines that no special assessments shall be levied against abutting landowners of the Project.

Approved by the Village Board on _____, 2023.

Van Mobley, Village President

ATTEST:

_____, Village Clerk



Tax Key	Site Address
120500214002	130 FREISTADT ROAD
120500214004	128 FREISTADT ROAD
120500214005	126 FREISTADT ROAD
120780003000	240 WILLIAMSBURG DRIVE
120780002000	123-125 FREISTADT ROAD
120780001000	119-121 FREISTADT ROAD
120500605000	115 FREISTADT ROAD
120500224003	305 N MAIN STREET
120500224001	122 FREISTADT ROAD
120500224005	102-120 FREISTADT ROAD
120500224002	301 N MAIN STREET
120500216002	308 N MAIN STREET
120500216000	304 N MAIN STREET
120500216001	102 FREISTADT ROAD
120500602000	105 FREISTADT ROAD
120500601000	239-253 N MAIN STREET
120500324005	278 N MAIN STREET
120500324001	266 N MAIN STREET
120500324004	VACANT
120500323002	202, 208 N MAIN STREET
120500323001	VACANT
120500608000	201 N MAIN STREET
120500608001	201 N MAIN STREET
120500608005	215 N MAIN STREET
120500608002	217-227 N MAIN STREET
120500608003	229-235 N MAIN STREET

Resolution 2023-08

Water Main Extension

DISCLAIMER: The Village of Thiensville does not guarantee the accuracy of the material contained here in and is not responsible for any misuse or misrepresentation of this information or its derivatives.



SCALE: 1 = 500'



Village of Thiensville
250 Elm Street
Thiensville, WI 53092
262-242-3720

March 3, 2023

Ms. Colleen Landisch-Hansen
Administrator
Village of Thiensville
250 Elm Street
Thiensville, Wisconsin 53092

RE: Freistadt Road and Main Street Water Main Extension
Water Service Connection Fee Calculations

Dear Colleen:

We have completed a review of potential water service connection fees for the water main extension along Main Street and Freistadt Road. The location of the water main extension will be from approximately 200 feet north of Riverview Drive to Grand Avenue along Main Street, and from 50 feet west of Williamsburg Drive to Main Street along Freistadt Road. The project will include approximately 2,800 L.F. of 8-inch and 12-inch water main. The project was publicly bid in December 2022, and 7 bids were received from prequalified contractors. The project was awarded to Kruczek Construction, Inc. in the amount of \$1,248,450.00. Contracts are in the process of being executed, and the contractor is anticipating a construction start date of mid-March 2023, pending DNR Water Main Extension permit approval.

In September 21, 2020, the Village Board adopted the Tax Incremental District No. 2 Project Plan, which identifies the proposed water main project as a TID eligible project cost to be paid for by tax increment revenues. There are a total of 26 parcels and related tax key numbers adjacent to the proposed water main extension. The minimum size water service that will be installed is a 2-inch diameter service, which is normally sufficient for residential and light water use commercial properties. The largest size water service is a 6-inch diameter service, which is typically required for larger commercial properties. The Village of Thiensville is not mandating that properties connect to the water main after it is installed, however if a property owner chooses to install a new water service as part of the this project, the Village will charge a water service connection fee based on the requested water service size.

In order to determine the estimated water service connection fee costs, the bid prices from Kruczek Construction, Inc. were utilized. As part of the base bid for the project, the water main was extended 140 feet north of the TID district to Grand Avenue, to provide service to the Village Estates Condos. The project also includes extending the water main to the west along Freistadt Road to provide water service to the DPW building. The cost to install a 6-inch water service to Village Estates Condos and DPW building, as well as a 2-inch water service to 314 N. Main Street (property outside the TID, but would benefit if the water main was extended to Grand Avenue) were deducted from the water service connection fee costs.

Table 1. Water Service Connection Fees	
2-inch Water Service Connection Fee Cost	\$7,505.19
6-inch Water Service Connection Fee Cost	\$8,216.88

These water service connection fee costs include the cost to install the water service size listed from the proposed water main to the right-of-way, including 25% for contingencies, administration, legal and engineering. The property owner would then be responsible to hire a private plumbing contractor to extend from the right-of-way to their building connection. These connection fee costs are only available

Ms. Colleen Landisch-Hansen
Village of Thiensville
March 3, 2023
Page 2

during this project and does not include pavement or sidewalk replacement resulting in a one-time savings for connection. Additionally, if the property owner decides to connect a new water service in the future, after this project is completed, the public lateral installation would be subject to future Mequon Water Utility Connection fees.

The Village of Thiensville is planning to mail out informational letters to the affected property owners on March 7, 2023. Water service connection fee costs will be provided and an opportunity for property owners to have a one-on-one informational meeting with Village staff and Village Engineer to answer any questions or concerns they might have. After these meetings a follow up letter will be sent to property owners requesting whether they are interested in connecting to the new water main as part of this project.

As previously stated, the water main project costs include extending the main 140 feet north of the TID district to Grand Avenue, to provide service to the Village Estates Condos (VEC), which has 44 tax key numbers. This was done because VEC approached the Village for a cost to extend the water main past the TID district. If it were not for the request and if VEC is no longer interested in water service, the water main extension will terminate at the norther TID limits (140 feet south of Grand Avenue). Since this section of main is beyond the TID, it would not be part of TID proceeds or bond sale. Therefore, VEC would be responsible for the actual cost of the water main extension and water service. The estimated cost for VEC is \$68,066.00, including 25% for contingencies, administration, legal and engineering. Next steps in the process will be to meet with the VEC board association.

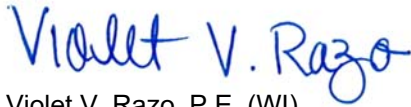
Table 2. Water Main and Service Connection Fees for Village Estates Condos					
ITEM #	ITEM DESCRIPTION	Unit	Qty	Unit \$	Total
4	Directional Drill 12-inch Water Main in lieu of Open Cut	LF	140	\$ 280.00	\$ 39,200.00
8*	6-inch Water Main / Hydrant Lead-Open Cut w/ Granular Backfill	L.F.	10	\$ 167.00	\$ 1,670.00
9	6-inch Water Main / Hydrant Lead-Directional Drill	L.F.	98	\$ 230.00	\$ 22,540.00
10*	12-inch Water Main Valve	EA	1	\$ 4,900.00	\$ 4,900.00
12	6-inch Water Main Valve	EA	1	\$ 2,000.00	\$ 2,000.00
13*	Hydrant Assembly w/ Valve	EA	1	\$ 8,200.00	\$ 8,200.00
20	Full Depth Sawcutting	LF	80	\$ 3.00	\$ 240.00
22	9-inch Concrete Pavement Replacement	SY	22	\$ 110.00	\$ 2,420.00
26*	Concrete Curb and Gutter, Type A	LF	28	\$ 41.00	\$ 1,148.00
27	4-inch Concrete Sidewalk Replacement	SF	25	\$ 18.00	\$ 450.00
28	Concrete Driveway Replacement	S.F.	64	\$ 19.00	\$ 1,216.00
Subtotal					\$ 83,984.00
*Bid Items may still be required and relocated to TID limits =					\$ 15,918.00
Total Cost to Extend Water Main to Village Estates Condos =					\$ 68,066.00

Ms. Colleen Landisch-Hansen
Village of Thiensville
March 3, 2023
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If you have any questions on the above, please contact our office. Thank you for allowing us to be of service to the Village of Thiensville.

Respectfully,

RUEKERT & MIELKE, INC.



Violet V. Razo, P.E. (WI)
Project Manager
vrzo@ruekert-mielke.com

VVR:sjs

Cc: Andy LaFond, Village of Thiensville
Jerad J. Wegner, P.E., Ruekert & Mielke, Inc.
Kenneth R. Ward, P.E., Ruekert & Mielke, Inc.



Village of Thiensville

Position Description

Position Title: Administrative Assistant – Community Services
Department: Administration
Reports To: Village Clerk/Administrative Coordinator
FLSA: Non-Exempt
Approved: March 6, 2023

Purpose of Position

The Administrative Assistant is responsible for customer service, records management, licenses and permits, record keeping, meeting minutes, public relations activities and related duties. Assists the Village with operational administrative functions; along with assisting the Administrative Assistant – Public Safety with police department operational administrative activities.

Essential Responsibilities and Duties

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Community Service Records/Administrative

- Works with the Village Clerk on voter registration and election day preparation;
- Prepares, distributes, files, maintains and/or issues, as appropriate:
 - Board and Commission minutes, and related documents;
 - Assists with agendas, legal notices of public hearings and special meetings;
 - Assists with municipal licenses and permits, including animal, liquor, street use and various regulatory licenses;
- Assists the Village Clerk/Administrative Coordinator with administrative and operational issues as needed/directed, including, but not limited to: customer service, correspondence, file maintenance, website maintenance, Village newsletter, employee and volunteer events/activities, stocking supplies, and related duties;
- Assists the Director of Community Services/Public Works in preparing communications and coordinating activities;
- Coordinates Village Hall meeting room usage, including requests, scheduling and room preparation;

ADMINISTRATIVE ASSISTANT – COMMUNITY SERVICES

- Assumes responsibility for the receiving and processing of building permits and entry into permitting software;
- Completes initial review of project applications for completeness and follows appropriate workflow for commission and/or staff review; follows up on incomplete submissions;
- Performs GIS document management ensuring accuracy and completeness of property file database
- Prepares village purchase orders and assists with monitoring department budgets;
- Monitors scheduling of Village Park rental facilities and spaces;
- Maintains good relationships with elected officials, intergovernmental agencies/representatives, staff, citizens, civic groups, press, visitors and others;
- Promotes the Village in a positive manner;
- Performs other duties and assumes other responsibilities as needed or delegated.

Administrative Services

- Responsible for:
 - Perform diverse and confidential administrative duties;
 - Receive and screen telephone calls and visitors for department heads and village employees;
 - Audit cash handling procedures and maintain related records for petty cash, the cash register, and related reporting systems;
 - Maintain files that pertain to department fiscal management, operational budget accounts, etc.;
 - Update and maintain Village code revisions;
 - Place orders for office supplies and printing needs and meet with vendors as required;
 - Receive and distribute department mail;
 - File village documents and materials;
 - Coordinate village open records requests;
 - Receive and provide receipts related to bonds for violations, warrants, parking tickets and bicycle license fees;
 - Maintain receipt records;
 - Perform routine administrative work, including, but not limited to: responding to phone calls, e-mails, concerns, reports, correspondence, filing, requests, including records, home checks, equipment notices, parking permissions, and other administrative work;
 - Update and monitor social media and website
 - Assist with coordination of Village and community events
 - Coordinate Village Park reservations

Qualifications

Education and Experience:

- A high school diploma or equivalent;
- Minimum of one year office experience, municipal environment preferred;
- Proficient keyboarding skills in a Microsoft Windows environment with accurate keystrokes (type) of at least 55 words/minute;

OR

Any combination of education and experience that provides equivalent knowledge, skills and abilities to perform the essential duties and responsibilities of the position.

Knowledge, Skills, and Abilities

In addition to the qualifications listed above, the Administrative Assistant – Community Services should also possess the following:

Ability to:

- Exercise effective judgment within established guidelines;
- Maintain confidentiality of sensitive information
- Operate honestly, ethically and with the highest level of integrity;
- Analyze and interpret documents, administrative procedures, regulations, and legal requirements;
- Assemble, organize, and present in oral or written form factual information derived from a variety of original and secondary sources;
- Follow direction from the Administrator and Village Clerk in a professional manner;
- Maintain confidential information;
- Demonstrate proficient knowledge, understanding and use of Microsoft Word, Excel, PowerPoint and other software, as well as office equipment, including, phone, fax, copy machine, etc.;
- Demonstrate exceptional oral and written communication, customer service, and diplomacy skills required;
- Apply generally accepted administrative/clerical operating procedures in an office environment;
- Comply with all departmental operations and procedures.

Physical Requirements

- This position requires the employee, to:
 - o Stand; walk; sit; reach with hands and arms;
 - o Use hands to finger, handle, or feel;
 - o Occasionally lift and/or move more than 25 pounds;
 - o Focus and see clearly, with or without correction that includes close, distant and color vision as well as peripheral and depth perception;
 - o Listen, hear and speak clearly.

Environment

Work is generally conducted in an office environment, but could include outdoor activities or off-site activities, as needed. Sitting for extended periods of time, standing, crouching, and kneeling are frequently required. Must be able to lift and/or carry minimum of 25 pounds on a regular basis. Attendance at meetings/activities outside of normal business hours as directed. Phone and computer use are regular activities.

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

Village Administrator's Signature

Date

Village President's Signature

Date

Created: 2/25/2023

Approved: 3/6/2023

FILE NAME: ADMINISTRATIVE ASSISTANT – COMMUNITY SERVICES



Village of Thiensville

Position Description

Position Title:	Administrative Assistant – Public Safety
Department:	Administration
Reports To:	Village Clerk/Administrative Coordinator
FLSA:	Non-Exempt
Approved:	March 6, 2023

Purpose of Position

This position exists to provide administrative functions and records management for the police department; along with assisting the Administrative Assistant – Community Services with village operational administrative activities. Also acts as municipal court clerk.

Essential Responsibilities and Duties

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Police Records/Communication Services

- Operate police teletype system regarding entering and obtaining information to and from state and national computer systems concerning individual's records, stolen vehicles, property, articles, and other issues;
- Answer non-emergency calls for the Police Department during the work shift hours and provide assistance;
- Respond to public inquiries relating to law enforcement, fire and emergency matters according to established procedures;
- Provide assistance to citizen inquiries relating to directions, complaints, referrals and other assistance for police and fire operations;
- Contact intergovernmental agencies concerning warrants, stolen property, mutual aid, emergency medical services and other law enforcement and fire related issues;
- Balance parking ticket revenues on a monthly basis and providing a written report to the Police Chief and Village Administrator;
- Serve as a Police Department property custodian
- Serve as Police Department TIME Agency Coordinator/E-time Coordinator

Police Records/Administrative

- Assist with the preparation and distribution of departmental reports, including, but not limited to:
 - o Activity Reports;
 - o State and Federal Offense Reports, including Uniform Crime Reports (UCR) and Crime Based Reports (CBR);
 - o Annual Department Report;
 - o Court Date Log;
 - o Daily Log;
 - o Arrest warrants.

Administrative Services

- Responsible for:
 - o Perform diverse and confidential administrative duties;
 - o Receive and screen telephone calls and visitors for the Chief of Police and department employees;
 - o Audit cash handling procedures and maintain related records for petty cash, the cash register, and related reporting systems;
 - o Maintain files that pertain to department fiscal management, operational budget accounts, etc.;
 - o Update and maintain Village code revisions;
 - o Place orders for office supplies and printing needs and meet with vendors as required;
 - o Receive and distribute department mail;
 - o File police department documents and materials;
 - o Coordinate police department open records requests;
 - o Receive and provide receipts related to bonds for violations, warrants, parking tickets and bicycle license fees;
 - o Maintain receipt records;
 - o Perform routine administrative work, including, but not limited to: responding to phone calls, e-mails, concerns, reports, correspondence, filing, requests, including records, home checks, equipment notices, parking permissions, and other administrative work;
 - o Update and monitor social media and website
 - o Assist with coordination of Village and community events
 - o Coordinate Village Park reservations

Court Clerk Services

- Attend Municipal Court dates;
- Coordinate, prepare and monitor cases for court dates;
- Accept court fines and create tracking documentation;
- Communicate with Village Attorney concerning court cases, as needed;
- Monitor status of all municipal citations;

ADMINISTRATIVE ASSISTANT - PUBLIC SAFETY

- Serve as administrator for Traffic and Criminal Software (TraCS) transmissions and records;
- Coordinate, monitor, and file municipal and circuit court records;

Qualifications

Required Education and Experience:

- A high school diploma or equivalent;
- Minimum of one year office experience, Public Safety environment preferred;
- Proficient keyboarding skills in a Microsoft Windows environment with accurate keystrokes (type) of at least 55 words/minute;

OR

Any combination of education and experience that provides equivalent knowledge, skills and abilities to perform the essential duties and responsibilities of the position.

Required Skills, Ability and Knowledge:

Skills:

- Control conversations with individuals under stress, assess situations accurately and quickly, and effectively interview those individuals to obtain needed information;
- Perform multiple tasks simultaneously and ability to function in a dynamic environment.

Ability to:

- Exercise effective judgment within established guidelines;
- Maintain confidentiality of sensitive information
- Actively participate in professional administrative and secretarial organizations and training;
- Assist with grant preparation;
- Serve as liaison with various companies supplying communications support to include computers, telephones, radios, mobile data computers, etc.
- Compose and type correspondence, reports, memoranda, meeting minutes, newsletter and other departmental materials, some of which may be confidential, specialized or technical;
- Communicate effectively, i.e. speak and write clearly and concisely with individuals and groups in both emergency and non-emergency situations;
- Act as a department liaison to other law enforcement agencies, village officials, department employees, and the general public.
- Work independently and exercise initiative, judgment and resourcefulness;

ADMINISTRATIVE ASSISTANT - PUBLIC SAFETY

- Maintain a positive attitude, work well with others at all levels of the organization and community;
- Think and act clearly and decisively;
- Operate a variety of equipment including, but not limited to: computers/software/programs; phones, copiers, and other equipment used in the performance of job duties; Geographic Information System (GIS) skill desired;
- Prepare reports using proper grammar, terminology and abbreviations;
- Maintain skills, knowledge and abilities through continuing education and training.

Knowledge of:

- The geographical areas of Thiensville, including common landmarks;
- Proper use of computers, phones, teletype equipment, radio and paging systems, and other department equipment;
- Generally accepted administrative/clerical operating procedures in an office environment;
- Departmental operations and procedures.

Other:

This position requires:

- Ability to become certified within probation period:
 - In the operation of the Wisconsin TIME (Transaction Information for the Management of Enforcement) System;
 - In TRAIN (Training Resources Available on the Internet) as a TIME Coordinator;
- Once certified, maintain valid TIME certification;
- Additional hours of work on short notice, due to the nature of activities associated with this position;

Physical Requirements:

- This position requires the employee, to:
 - Stand; walk; sit; reach with hands and arms;
 - Use hands to finger, handle, or feel;
 - Occasionally lift and/or move more than 25 pounds;
 - Focus and see clearly, with or without correction that includes close, distant and color vision as well as peripheral and depth perception;
 - Listen, hear and speak clearly.

Environment:

Work is generally conducted in an office environment, but could include outdoor activities or off-site activities, as needed. Sitting for extended periods of time, standing, crouching, and kneeling are frequently required. Must be able to lift and/or carry minimum of 25 pounds on a regular basis. Attendance at meetings/activities outside of normal business hours as directed. Phone and computer use are regular activities.

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

Village Administrator's Signature

Date

Police Chief's Signature

Date

Created: 2/25/2023

Approved: 3/6/2023

FILE NAME: ADMINISTRATIVE ASSISTANT – PUBLIC SAFETY



Village of Thiensville

Position Description

Position Title: Clerk/Administrative Coordinator

Department: Administration

Reports To: Administrator

FLSA: Exempt

Approved: March 6, 2023

Purpose of Position

The Village Clerk/Administrative Coordinator is directly responsible for all aspects of the Village's elections, licenses, permits and records. Ensures that the electoral activities operate properly and legally. Coordinates office management and workflow for all Village departments' administrative functions, including the direct supervision of village administrative assistants. Works closely with the Village Administrator on aspects of the Village's financial operations in compliance with general accounting practices and Wisconsin State Statutes, and related duties.

Essential Responsibilities and Duties

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Village Clerk

- o Serves as Village Clerk and performs those duties as delineated in the Village Charter and Wisconsin Statutes, Chapter 61;
- o Coordinates local elections, including supervision of poll workers (selection, training, hours, activities, etc.), voter registration, ballots, results, and related activities in accordance with applicable laws and regulations;
- o Prepares, distributes, files, maintains and/or issues, as appropriate:
 - Board and Commission agendas, materials, minutes, and related documents;
 - Screen agenda items and contact department heads for additional information, as needed;
 - Ordinances and resolutions, including codification of ordinances into the municipal code;
 - Documents for bids and other advertisements;
 - Legal notices of public hearings and special meetings;

CLERK/ADMINISTRATIVE COORDINATOR

- Municipal licenses and permits, including business, animal, liquor, street use and various regulatory licenses;
- o Assists the Assessor in maintaining property assessment records as needed and preparing reports to the State on assessments, as required;
- o Receives and fulfills open records requests

Administrative Coordinator

- o Supervises and performs administrative support for the Village, including maintaining calendars, scheduling meetings, and handling professional correspondence, meeting minutes, reports, and other documents;
- o Plans, organizes, supervises, and evaluates the work of administrative staff; develops, implements, and monitors work plans to achieve goals and objectives; supervises and participates in developing, implementing, and evaluating plans, work processes, systems, and procedures;
- o Oversees administrative and operational issues, including, but not limited to: customer service, correspondence, file maintenance, website maintenance, village newsletter, employee and volunteer events/activities, stocking supplies, and related duties;
- o Provides or coordinates staff training;
- o Establishes schedules and methods for providing office support services; identifies resource needs; reviews needs with department heads; allocates resources accordingly;

Deputy Treasurer

- o Serves as Deputy Treasurer and performs those duties as assigned by the Village Administrator;
- o Prepares, distributes, files, maintains and/or issues, as appropriate:
 - Financial reports and documents;
- o Assists the Village Administrator with the Village's financial operations, including cash flow; accounts receivable and payable; investments; payroll; internal controls; debt service; audits; compliance; tax roll generation and revenue collection;
- o Assists the Village Administrator with the preparation of the Village's annual budget; capital improvements budget; debt issues; long-term financial strategy and other financial issues;
- o Performs payroll related tasks including collection and review of employee time records, calculating wages, preparing and processing of employee payments, and maintaining accurate payroll records;
- o Assists the Village Administrator with coordination of employee benefits, including assisting employees with questions regarding the village benefit package, FMLA and Workers Compensation;

CLERK/ADMINISTRATIVE COORDINATOR

- Maintains good relationships with elected officials, intergovernmental agencies/representatives, staff, citizens, poll workers, civic groups, press, visitors and others;
- Promotes the Village in a positive manner;
- Performs other duties and assumes other responsibilities as needed or delegated.

Qualifications

Education and Experience:

Associate's or Bachelor's Degree in office administration, business management, or related field preferred; minimum of one year as a municipal clerk or deputy clerk preferred;

Certification as one or more of the following: Wisconsin Certified Municipal Clerk (WCMC), Certified Municipal Clerk (CMC), Master Municipal Clerk (MMC), International Certified Municipal Clerk, International Master Municipal Clerk or the ability to obtain the certification within three years of appointment;

Knowledge of state election laws;

Experience using Statewide Voter Registration System (WISVOTE) preferred;

Experience using CivicEngage and/or CivicClerk;

Must be bondable in the State of Wisconsin

Must have current and valid Wisconsin Driver's License or be able to obtain one within 6 months of appointment.

OR

Any combination of education and experience that provides equivalent knowledge, skills and abilities to perform the essential duties and responsibilities of the position.

Knowledge, Skills, and Abilities

In addition to the qualifications listed above, the Clerk/Administrative Coordinator should also possess the following:

Ability to:

- Effectively deal with the principles, practices, and operations of elections and municipal management;
- Supervise poll workers professionally and objectively;
- Understand municipal finance, budgeting and purchasing;

CLERK/ADMINISTRATIVE COORDINATOR

- Comprehend, interpret and prepare a variety of financial documents and reports (i.e. balance sheets, income, tax and investment statements, reconciliation schedules and spreadsheets, payroll records, financial statements, budgets, etc.,)
- Work independently;
- Perform all mathematical computations and calculations associated with a multi-million dollar operation and budget;
- Direct, assign, supervise, train and evaluate personnel;
- Exercise effective judgment within established guidelines;
- Operate honestly, ethically and with the highest level of integrity;
- Analyze and interpret documents, administrative procedures, regulations, and legal requirements;
- Maintain confidentiality of sensitive information
- Demonstrate proficient knowledge, understanding and use of Microsoft Word, Excel, PowerPoint and other software, as well as office equipment, including, phone, fax, copy machine, etc.;
- Demonstrate exceptional oral and written communication, customer service, and diplomacy skills required;
- Assemble, organize, and present in oral or written form factual information derived from a variety of original and secondary sources;
- Follow direction from the Administrator, Department Heads, and Chief Elected Official in a professional manner;

Environment

Work is generally conducted in an office environment, but could include outdoor activities or off-site activities, as needed. Sitting for extended periods of time, standing, crouching, and kneeling are frequently required. Must be able to lift and/or carry minimum of 25 pounds on a regular basis. Attendance at meetings/activities outside of normal business hours as directed. Phone and computer use are regular activities.

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

Village Administrator's Signature

Date

Village President's Signature

Date

Created: 2/27/2023
Approved: 3/6/2023