

Town of Windsor

Memorandum

June 13, 2017

TO: The Honorable Mayor and Town Council
FROM: Michael Stallings, Town Manager *MS*
SUBJECT: Job Descriptions

At the May 25th work session, Council asked staff to work on updating job descriptions for the Clerk, Treasurer, and Town Manager. Over the past week and a half, staff has compiled a list of the duties being performed by each position. I should note that while we tried to be all inclusive in these lists, there may be duties or tasks that happen infrequently, and therefore, are not on these lists.

As you can see, there is some overlap in duties due to the nature of having a small staff. We all step up and perform “other duties as assigned” from time to time when needed.

I have attached the lists of duties as well as a copy of the 2008 study.

This is for Council’s discussion and direction.

Treasurer responsibilities –

- Handle receipt, banking and protection of town funds.
- Anticipating available funds for investment
- Ensure sufficient funds are available to cover operational and capital investment needs
- Keep an itemized account of all monies received and disbursed by the Town
- Manage the loans and bonds as authorized by the Town
- Conduct banking transactions and reconciliations for all Town accounts
- Co-sign checks for all funds disbursed
- Maintain a system of control to ensure that expenditures do not exceed appropriations
- Approve accounts payable, proper encoding in the computer system by assistant clerk
- Disburse after approval of accounts payable
- Prepare accounts payable report for each regular Town Council meeting to include but not limited to invoices, checks issued for payments
- Process DMV stops for delinquent taxes
- Maintain and update all payroll records
- Review time sheets and verify proper entry into the computer system, process payroll checks for distribution
- Prepare federal and state tax reports and payments
- Prepare deferred compensation reports and payments
- File quarterly and annual employment tax reports for the Federal and State
- Prepare annual W2's and 1099's
- Insurance Claims oversight
- Provide Human Resources to employees
- Prepare all reconciled documents and reports for the auditor
- Assist the auditor during the process of the fiscal year audit
- Oversee day to day operations of customer service, the receipt of all public funds and monies payable to the Town, including all taxes, licenses, fines, utility payments, intergovernmental revenues and deposits said money in the appropriate bank accounts
- Receive/process payments and applications from customers
- Supervises collection and receipting of all monies given to the Town, sends demand letters and works with VAC to collect delinquent payments
- Prepare monthly financial reports for the Town Council showing current budget vs. actual numbers and other reports as requested
- Attend all Town Council meetings and various training sessions, meetings, and seminars
- Audit all businesses for Cigarette taxes, gross receipts for Business Licenses, and Meals Tax receipts quarterly.
- Continued education through the Treasurer's Association of Virginia
- Maintain Town's financial software
- Send Tax Exempt forms for the Town yearly

TOWN CLERK

June 13, 2017

Duties/Tasks:

- Attend Town Council, Planning Commission and BZA meetings
- Prepare minutes for Town Council, Planning Commission and BZA meetings
- Prepare meeting agendas and packets
- Proofread documents and records to ensure accuracy
- Maintain and update official records and documents
- Prepare deeds for the sale of cemetery plots
- Process and issue business licenses
- Receive/process payments and applications from customers
- Set up new water accounts
- Set up new water service locations
- Prepare work orders for maintenance personnel
- Upload and Download customers from computer to handheld for readings
- Review readings and prepare re-read (reading errors) report for maintenance
- Prepare and mail monthly water bills
- Apply deposits to final bills and issue refunds if applicable
- Process water adjustments
- Prepare and mail delinquent water bill notices and apply late fees
- Prepare cut-off notices for non-payment for the Town and County
- Export water usage reports to HRSD and Isle of Wight County for the preparation of their billing
- Provide assistance to the Isle of Wight Sewer Department regarding readings on a daily basis
- Prepare invoices for reimbursement of Isle of Wight County Sewer Department cut-offs
- Distribute yearly Water Quality reports
- Process tax abatements/adjustments
- Prepare and submit applications for grants
- Back up for Payroll
- Back up for reconciling cash register and preparing daily bank deposit
- Remove DMV stops from DMV system when delinquent taxes are paid
- Remove boots from vehicles through the Virginia Auction Collection system
- Respond to requests for information from the public, other municipalities, Council and staff
- Prepare and submit applications to VDOT for road closures for parades
- Provide assistance with events
- Serve as a notary
- Continued Education through Virginia Municipal Clerks Association (VMCA)

Town Manager Duties/Tasks

- Supervise office staff
- Review Bank Reconciliations, Payments, Payroll
- Represent the Town on various boards, commissions, and committees
- Prepare and implement the Town's operating budget
- Review and execute documents, MOU's and contracts
- Attend Town Council Meetings
- Provide recommendations to Town Council
- Prepare agenda items for Town Council
- Respond to information request from Town Council, the media and citizens
- Maintain Town's GIS system
- Respond to all FOIA requests
- Provide logistical and operational support for all Town events
- Maintain working relationships with neighboring and regional municipalities
- Review and apply for grants
- Work with consultants and contractors to facilitate Town projects
- Meet with citizens and business people upon request to resolve issues and provide guidance
- Review and draft policies, ordinances, and resolutions
- Maintain the Town's website and social media pages
- Oversee the Water Fund operations