

Posted May 12, 2021

Position Opening

Office Manager

Southwestern Wisconsin Regional Planning Commission (SWWRPC) seeks a qualified candidate to carry out various programmatic, financial, and administrative duties in support of its larger mission. As an extension of local government, SWWRPC serves the five counties of southwestern Wisconsin (Grant, Green, Iowa, Lafayette, and Richland) in land use, transportation and economic development planning. The Office Manager reports to the Executive Director.

Summary: The SWWRPC Office Manager is responsible for the day-to-day coordination and management of office administrative tasks, as well as assisting with various financial and reporting activities on an as-needed basis.

Through a contractual relationship, the Office Manager **also serves as the Deputy Village Clerk for the Village of Benton, Wisconsin**. The responsibilities for this position are on the attached Deputy Village Clerk Job Description.

SWWRPC Office Manager Position Description: The Office Manager will serve as the lead coordinator in the day-to-day administrative life of the Commission. The duties of this position rely heavily on strong oral and written communication in order to coordinate of the organization's internal and external communication strategies.

The day-to-day administrative duties will be coordinated with the Commission's Finance Manager, who handles accounting and payroll duties. The Office Manager will also assist with human resource duties on an as-needed basis, and may require handling or managing personal information or personnel records of staff. Discretion and confidentiality are key requirements of this position. General administrative duties also include mail pick-up, ordering office supplies, and filing as needed.

Internal communication and administration duties include all tasks related to convening the Commission's monthly meetings, which includes assisting the Director in developing the agenda, preparing supplemental materials for Commissioners, posting agendas and press-releases, and recording the proceedings of the meetings. Included in this is the job of serving as the coordinator of the Commission's Annual Meeting. Duties associated with this include distributing invitations and recording RSVPs, scheduling the venue and guest speakers, and assisting the Director in developing the program.

Location: The Office Manager will split their time between SWWRPC's Platteville Office (12-16 hours / week) and the Village of Benton's office (24 hours / week).

Knowledge Required:

- Knowledge of computer hardware and software programs, which may include Microsoft Office, Internet applications, and Google applications.
- Basic understanding of how to use social media platforms such as Facebook, LinkedIn, and Constant Contact.

Skills Required:

- Demonstrated effective oral and written communication skills.
- Strong organizational skills.
- Must be innovative and detail-oriented with the ability to synthesize information across programs.

Abilities Required:

- Ability to work on several projects or issues simultaneously.
- Ability to work independently or in a team environment as needed.
- Ability to attend to details while fulfilling larger goals.
- Reliability, discretion, and adaptability.

Minimum Qualifications:

- Minimum of 2-4 years' experience in an administrative role.
- Working knowledge of Microsoft Office suite and Google applications.

Essential Duties and Responsibilities:

- Financial (draft contracts and agreements, process/code expenses and invoices, assist with quarterly financial updates) – 35%
- Clerical and administrative (order supplies, prepare for Commission Meetings and record minutes, filing/records – 35%
- Communications (plan Annual Meeting, develop Annual Report, manage social media posts) – 10%
- Project-specific tasks (Update policy manual, develop records retention schedule, vehicle procurement) – 20%

Physical Requirements:

- Ability to see and hear within normal ranges; ability to sit, stand, stoop, and walk; ability to use hand, finger, and wrist motion.

Supervisory Duties: There are no supervisory duties associated with this position.

Availability: This position is 36-40 hours per week, and qualifies as a full-time position and eligibility for the Wisconsin Retirements and Local Government Health Insurance Benefits.



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Compensation: Salary Range is \$16-18 hourly, depending on qualifications.

FLSA Status: Non-Exempt

Those interested should submit an electronic cover letter, resume, three professional references, and a completed SWWRPC Application (available at <http://swwrpc.org/wordpress/about/employment-opportunities>) to jobs@swwrpc.org.

Only electronic applications will be reviewed. Applications are due by 5:00 PM on Wednesday, June 2, 2021. The first round of interviews is anticipated to begin the week of June 7th. Applications will be accepted until a suitable candidate is found.

Please be sure to clearly indicate which position you wish to apply for in the subject line of your email submission.

SWWRPC is fully committed to attracting, retaining, developing and promoting the most qualified employees without regard to their race, gender, color, religion, sexual orientation, national origin, age, physical or mental disability, citizenship status, veteran status, or any other characteristic prohibited by state or local law. We are dedicated to providing a work environment free from discrimination and harassment and where employees are treated with respect and dignity.

Village of Benton

Deputy Village Clerk

Job Description

Deputy Village Clerk is responsible to Village Clerk/Treasurer.

GENERAL RESPONSIBILITIES:

1. Load meter reader, download meter readings into computer, run pre-billing registers, and compare to previous, months, make new meter cards
2. Compile list of bills and receipts for monthly Village Board meetings
3. Answer telephone, take messages, handle residents questions, prepare work orders as needed
4. Handle requests from utility customers for clarification of bills and development of budget amounts
5. Assist assessor when necessary
6. Archive/dispose of out-dated public records
7. Attend training as deemed necessary
8. Substitute for Village Clerk/Treasurer as needed – vacation, illness, etc.
9. Issue permits and licenses
10. Assist with notice postings and meeting minutes in absence of village clerk/treasurer
11. Assist in ordering office supplies
12. Assist village Clerk/Treasurer in typing letters and developing data bases when necessary
13. Assist with all aspects of Elections
14. Perform any other tasks as required

ACCOUNTS PAYABLE

1. Verify and enter invoices for claims against the Village, Utilities and Library.

ACCOUNTS RECEIVABLE

1. Monthly billing and collection of electric, water, sewer, and refuse
2. Property tax collection
3. Assist in the special assessments, delinquent utility notices to be put on taxes
4. Issuance of utility disconnect notices and deferred payment agreements
5. Issuance and collection of fees for dog licenses
6. Enter utility receipts in computer
7. Prepare Utility and General Fund bank deposits