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# Job Descriptions for Town Officers

2011 WTA District Meetings

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# Town Board Supervisors

- Powers and duties are scattered throughout state law
- Chapter 60 is a good place to start
- Village powers can provide greater regulatory authority
- Job description in folder summarizes major responsibilities

# Legislative Duties

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- Engage in discussion and take action on town business by motion at properly noticed town board meetings
- Implement regulations and policies by adoption of ordinances and resolutions

# Finance

- Approve all claims and disbursements from the town treasury
- Consider adoption of alternative payment procedure
- Prepare annual budget and conduct public hearing on the budget
- Prepare annual financial statement for presentation at annual town meeting

# Finance Cont'd

- Provide for an audit of the town finances if required or desired
- Designate the public depositories to be used by the town
- Select from available investment options allowed under s. 66.0603, Wis. Stat.

# Public Works

- Responsible for care and supervision of highways
- Laying out, altering, or discontinuing highways
- Compliance with competitive bidding laws and prevailing wage laws when applicable
- Approval of all contracts

# Public Safety

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- Fire protection
  - Various options for providing service
  - Board chooses option
  - Board determines method of financing service from available options under state law

# Public Safety Cont'd

- Ambulance service
  - Board obligated to provide if no other provider
  - Board decides how to provide the service
  - Board decides whether to offer first responder and/or paramedic services



# Public Safety Cont'd

- Law enforcement
  - Board decides whether to provide
  - Electors decide whether to establish or abolish the constable position
  - Board decides powers and duties of constable, if any

# Public Safety Cont'd

- Emergency Management
  - Must develop and adopt an emergency management program
  - Must designate head of emergency management services

# Property Assessment

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- Appoint assessor if electors have voted to have an appointed assessor
- Conduct board of review
- Ensure that at least one board of review member has taken the required training within 2 years of the first meeting of the BOR

# Planning and Zoning

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- Determine zoning options
  - No zoning (other than shoreland/floodplain)
  - County zoning
  - Town general zoning
  - Town zoning with village powers

# Planning and Zoning Cont'd

- Consider creation of a plan commission (need village powers)
- Consider adoption of subdivision or land division ordinances (need village powers)
- Consider whether to engage in comprehensive planning and/or update an existing comprehensive plan (village powers not required)

# Personnel

- Decide whether to hire or fire town employees
- Establish qualifications for employment
- Set employment terms such as pay and benefits
- Employ legal counsel
- Hire elected officials as part-time town employees subject to limitations

# Miscellaneous Duties

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- Act as fence viewers
- Assist with removal of obstructions from the natural watercourse
- Comply with state ethics laws
- Avoid engaging in misconduct in office

# Chair Job Description

- Chair has a vote equal to the other board members and can make and second motions
- Chair does NOT have veto power
- Chair does NOT have inherent power to act on personnel matters, sign contracts, etc. without prior town board approval



# Chair Powers and Duties

- Listed in detail under s. 60.24, Wis. Stat.
- Preside over town board meetings
- Provide notice of town board meetings (or assign this task to a designee)
  - Agenda preparation
  - Provision of notice as required under open meetings law
- Preside at town elector meetings, if present

# Chair Duties Cont'd

- Sign checks and transfer orders
- Sign documents such as ordinances, contracts, resolutions, etc. on behalf of the town
- Administer Oaths
- Issue fireworks permits
- See add'l items under s. 60.24, Wis. Stat.

# Clerk Job Description

- Statutory duties listed under s. 60.33, Wis. Stat.
- Not a member of the town board, but clerk votes to fill vacancies on the town board
- Duties may vary depending on if elected vs. appointed

# Clerk Duties

- Authority to appoint one or more deputies
- Attend board meetings and keep a record (minutes) of the proceedings
- Serve as clerk of any town elector meetings and provide the notice for such meetings
- Post or publish ordinances and resolutions as required under s. 60.80, Wis. Stat.

# Clerk Duties Cont'd

- Keep a finance book as required under s. 60.33(3), Wis. Stat.
- Ensure disbursements from the town treasury are made in compliance with s. 66.0607, Wis. Stat.
  - Clerk must sign checks
  - Cannot approve claims to be paid in excess of funds available

# Clerk Duties Cont'd

- Assist with preparation of the town budget
- Assist with preparation of annual financial statement
- Complete “Local Government Financial Report” as required under ss. 73.10(2) & 86.303(5), Wis. Stats.

# Clerk Duties Cont'd

- Examine assessment roll upon receipt from the assessor
- Provide proper notice to the public of open book and board of review
- Act as voting member of the board of review—unless special circumstances apply

# Clerk Duties Cont'd

- Act as clerk of the board of review, swear in witnesses, provide notice of decisions
- Prepare tax roll and deliver to the treasurer on a timely basis
- Prepare real and personal property tax bills and mail out
- Seek charge backs under s. 74.41, Wis. Stat.



# Clerk Duties Cont'd

- Perform functions in chs. 5-12 of the state statutes pertaining to elections
  - Give election notices
  - Schedule election workers
  - Oversee election process
- Comply with the public records law
  - Serve as record custodian
  - Comply with record requests
  - Ensure proper disposal

# Clerk Duties Cont'd

- Issue licenses approved by the board
- Oversee alcohol license application and renewal process
- Perform all other duties required by law, ordinance, or lawful direction of the town meeting or town board pursuant to s. 60.33(11), Wis. Stat.

# Treasurer Job Description

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- Duties are listed under s. 60.34, Wis. Stat.
- Treasurer is not a member of the town board
- Treasurer may appoint one or more deputies for whom the treasurer is responsible

# Treasurer Duties

- Receive and take charge of all money belonging to the town
- Deposit town funds as soon as practicable into depository designated by the board
- Sign all checks and transfer orders for disbursements from the town treasury
- Keep an itemized account of all moneys received and disbursed

# Treasurer Duties Cont'd

- Issue numbered receipts for all funds received
- Present the account books and any supporting documents to the town board upon request
- Collect all property taxes and issue receipts
- Perform tax settlements as required

# Treasurer Duties Cont'd

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- Perform charge back for certain delinquent personal property taxes under s.74.42, Wis. Stat.

QUESTIONS???