

CITY OF CHIPPEWA FALLS, WISCONSIN

NOTICE OF PUBLIC MEETING

In accordance with the provisions of the Wisconsin State Statutes, Sec. 19.84, notice is hereby given that a public meeting of:

Committee #2
Labor Negotiations, Personnel, Policy & Administration

Will be held on Monday, October 15, 2018 at 8:30 AM in the Council Chambers, City Hall, 30 West Central Street, Chippewa Falls, WI.

Items of business to be discussed or acted upon at this meeting are shown on the attached agenda below:

1. **Open Session**
2. **Discuss revised job description for Inspection Department Office Assistant and options to fill the position. Possible recommendations to the Council. (New and old descriptions are attached)**
3. **Contemplated Closed Session under Wis. Stats. Sec. 19.85(1)(e) for "deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting public business with competitive or bargaining implications that require a closed session" to:**
 - a. **Discuss labor negotiation issues and strategy;**

May return to open session.
4. **Adjournment**

NOTICE IS HEREBY GIVEN THAT A MAJORITY OF THE CITY COUNCIL MAY BE PRESENT AT THIS MEETING TO GATHER INFORMATION ABOUT A SUBJECT OVER WHICH THEY HAVE DECISION MAKING RESPONSIBILITY.

NOTE: REASONABLE ACCOMMODATIONS FOR PARTICIPATION BY INDIVIDUALS WITH DISABILITIES WILL BE MADE UPON REQUEST. FOR ADDITIONAL INFORMATION OR TO REQUEST THIS SERVICE, CONTACT THE CITY CLERK AT 726-2719.

PLEASE NOTE THAT ATTACHMENTS TO THIS AGENDA MAY NOT BE FINAL AND ARE SUBJECT TO CHANGE. THIS AGENDA MAY BE AMENDED AS IT IS REVIEWED.

CERTIFICATION OF OFFICIAL NEWSPAPER

I hereby certify that a copy of this notice has been posted on the City Hall bulletin board and a copy has been given to the Chippewa Herald on October 12, 2018 at 3:48 PM by ALW.

City of Chippewa Falls

Job Description

Job Title: Office Assistant
Department: Inspection and Zoning
Reports to: City Inspector
FLSA Status: Non-Exempt
Prepared Date: October 2018
Hourly Wage: To be determined
Hours: 10 hours per week from 8:00 – 10:00 a.m.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

1. Perform secretarial duties such as typing, filing, data entry, photocopying, scanning, faxing, mail routing, etc. for the Department.
2. Serve as receptionist, answering the phone, handling inquiries from the public, providing information and guidance to the public in proper completion of applications and required materials for obtaining permits.
3. Determine proper fees for various permits.
4. Ability to locate specific properties and gather information from various maps including web based mapping.
5. Prepare materials for the Zoning Board of Appeals including agenda, notices, publications and related materials.
6. Direct general questions to the proper department.
7. Update department information on the city website.
8. Other duties as may be assigned.

EDUCATION AND TRAINING

Minimum of high school diploma plus 1 year of post secondary education at either a business college, vocational college or 2-4 year university. Associate's degree preferred. Must have basic math skills with demonstrated proficiency in multiplication, division, and percentages.

COMPUTER SKILLS

Must be proficient with Microsoft Office products and database programs. Working knowledge and direct experience with Microsoft Access databases including creating new queries and reports is preferred. Must be able to perform data entry using internet reporting programs.

PHYSICAL DEMANDS

Occasional light lifting (50 pounds or less). Some bending and repetitious keyboard motion.

WORK ENVIRONMENT

Typical office situation with little noise.

City of Chippewa Falls

Job Description

Job Title: Office Assistant
Department(s): Planning/Economic Development/Transit and Building Inspection/Zoning
Reports to: Planner/Mass Transit Manager and City Inspector
FLSA Status: Non-Exempt
Prepared Date: 12/20/2006
Salary: \$16.19 per hour
Hours: Approximately five hours a day or 25 hours a week, some flexibility in scheduling

ESSENTIAL DUTIES AND RESPONSIBILITIES

A. Under Building and Zoning Inspection (Approximately 10 hours per week):

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

1. Perform secretarial duties such as typing, filing, data entry, photocopying, faxing, mail routing, etc. for the Department.
2. Serve as receptionist, answering the phone, handling inquiries from the public, providing information and assistance to the public in proper completion of applications.
3. Determine proper fees for various permits.
4. Ability to locate specific properties on the assessor's map and determine the zoning district in which the property is located.
5. Prepare materials for the Zoning Board of Appeals including agenda, notices, and related materials.
6. Direct general questions to the proper department.
7. Other duties as may be assigned.

B. Under Planning, Economic Development, & Mass Transit (Approximately 15 hours per week):

1. Perform regular secretarial duties such as typing, filing, data entry, photocopying, faxing, mail routing, etc.
2. Schedules meetings and appointments for Planner.
3. Explains the Shared Ride Taxi program and distributes identification cards, working closely with disabled and elderly participants. Keeps eligibility lists.
4. Composes routine replies to general inquiries and correspondence.
5. Serve as receptionist, answering the phone, handling inquiries from the public, providing information and assistance to citizens, routing economic development and planning questions to Planner.
6. Calculation and completion of spreadsheets and charts relating to planning & economic development projects.
7. At direction of the Transit Manager the position may be required to:
 - a. Complete the annual Federal Transit Administration (FTA) Operating Assistance Application (OAA).
 - b. Complete the annual Wisconsin Transit Bureau OAA.
 - c. Complete and verify State and Federal quarterly grant reports.
 - d. Provide data and complete State and Federal annual reports.
 - e. Enter data into the National Transit Data base report.
 - f. Assist the Director in assembling annual budget worksheets.
 - g. Prepare annual updates to the Shared Ride Taxi agreements.
8. Other duties as may be assigned.

EDUCATION AND TRAINING

Minimum of high school diploma plus 1 year of post secondary education at either a business college, vocational college or 2-4 year university. Associate's degree preferred. Must have basic math skills with demonstrated proficiency in multiplication, percentages, and ability to compute cost per square foot accurately.

Experience in grant administration and ability to read & interpret technical manuals is desired.

COMPUTER SKILLS

Must have data entry skills, working knowledge or direct experience on Word, Access and Excel spreadsheets. Also must be able to perform data entry on internet reporting programs.

PHYSICAL DEMANDS

Occasional light lifting (20 pounds or less). Some bending and repetitious keyboard motion.

WORK ENVIRONMENT

Typical office situation with little noise.