

CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):

Vacant

Work Phone: NA

2. Class Title (i.e. payroll title):

Deputy Clerk

3. Working Title (if any):

Deputy City Clerk

4. Name & Class of First-Line Supervisor:

Lydia McComas, City Clerk

Work Phone: 608-266-6574

5. Department, Division & Section:

Office of the City Clerk

6. Work Address:

210 Martin Luther King Jr Blvd
Room 105, City-County Building
Madison, WI 53703

7. Hours/Week: 38.75

Start time: 9:00 a.m. End time: 5:00 p.m.

8. Date of hire in this position:

9. From approximately what date has employee performed the work currently assigned:

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10. Position Purpose: (How this position fits into the overall mission, vision, and goals of your agency and work unit.)

The Deputy Clerk will supervise the elections and other programs within the City Clerk's office and provide supervision to Municipal Clerks I, II, and Certified Municipal Clerks. In this role, the Deputy Clerk will exemplify equity principles and practices to promote the inclusion and full participation of all residents in the democratic process. In addition, the Deputy Clerk will be responsible for oversight of multiple administrative programs including licensing, the legislative process, contracting and open records, and budget. This position will act on behalf of the City Clerk during absences and/or as specifically delegated to provide continuity of services.

11. Position Summary:

The Deputy Clerk is responsible for the oversight, direction, and coordination of election programming within the City Clerk's Office. The position is responsible for high level election related decision making, trouble shooting, and assignment of work, along with managerial responsibilities related to all staff in the office. This position may act on behalf of the City Clerk during their absence. This position requires the ability to execute and organize highly technical operations under state statute with coordination with the Office of the City Attorney.

12. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)

50% A. Election Administration

1. Oversee core work election areas, ensuring compliance to relevant federal, state, and local laws and ordinances
 - a. Oversees all absentee voting operations, ensuring compliance with local, state, and federal laws.
 - i. Manage in-person absentee voting locations, providing directions to staff to ensure a secure and efficient process.
 - ii. Oversee the mailing of absentee ballots, ensuring accuracy, timeliness and proper tracking procedures.
 - iii. Coordinate the logistics and security of absentee drop boxes.
 - iv. Oversee voting in health care facilities, organizing election inspectors to adhere to accessibility and legal requirements
 - b. Election Day logistics
 - i. Oversee the planning and execution of Election Day operations to ensure a smooth and lawful process.
 - ii. Direct staff responsible for recruiting, training, and coordinating election officials.
 - iii. Manage post-election activities, including audits, recounts, and the certification of election results
 - iv. Oversee ballot access procedures for candidates.
 - v. Direct the maintenance, storage, and testing of voting equipment for operational readiness in each election cycle.
 - vi. Equipment testing, storage, and maintenance
 - c. Data maintenance
 - i. Oversee all WisVote system responsibilities, ensuring accuracy and security of voter registration and election data
 - ii. Ensure staff maintain up-to-date and compliant records within WisVote and related election databases.
 - iii. Direct proper retention and secure storage of election materials in accordance with state and local record retention schedules.
 - iv. Ensures confidentiality and compliance with public record laws when responding to election-related information requests

2. Outreach

- a. Oversee voter outreach and education efforts, ensuring residents and informed about the election process and deadlines.
- b. Develop and coordinates communication strategies to promote voter participation and public confidence in elections.
- c. Direct staff to prepare outreach materials, social media content, and related campaigns for voter engagement.
- d. Represent the Clerk's Office at community events, informational sessions, and public meetings as needed.
- e. Evaluate outreach initiatives and works closely with partner organizations to ensure equitable access, effectiveness, and accessibility standards.

15% B. Licensing

1. Oversee annual licensing review related to alcohol, health, taxi, streets, events, and a variety of other licensing.
2. Maintain adherence to licensing rules and regulations
3. Oversee the alcohol license and review committee including processes related to file creation and routing, agenda and minutes, and clerking and bilingual support.
4. Oversee licensing budget and resource needs
5. Supervise licensing related staff and complete hiring, performance management, and all aspects of the employee life cycle
6. Work with County and City agencies to complete all licensing in accordance with each jurisdiction's needs and regulations
7. Provide oversight of Accela Administration

15% C. Administration

1. Oversee strategic planning initiatives within the Clerk's Office to align operations with departmental and citywide goals.
2. Lead budget development and forecasting for election and administrative operations, monitoring expenditures and identifying resource needs.
3. Direct responses to information and open records requests in compliance with state law and city policy
4. Work with the City Attorney's Office on complex or sensitive records cases to provide accurate and timely information
5. Oversee the process and routing of election, licensure, and other citywide complaints to appropriate staff or departments for resolution
6. Evaluate administrative processes and implement improvements to strengthen efficiency, transparency, and accountability within the Clerk's Office.
7. Provide administrative oversight and collaborate with internal and external agencies to support coordinated city operations.
8. Lead and engage in specialized projects related to Clerk's Office engagements and process improvements.

15% D. Management and supervision

1. Supervise staff including hiring, developing, ongoing coaching, monitoring, recognizing performance, and taking corrective action when necessary. Approve payroll and leave.
2. Set timelines and assign and review work completed by staff and monitor for quality.
3. Meet with employees to design and develop workplace improvements both for internal work satisfaction and organizational improvement.
4. Lead agency and individual work group planning to support an innovative and thriving team.

5% Professional Development and support of Human Resources activities

1. Work with City Clerk in the development of the Clerk work plan, identifying areas for improvement and innovation related to employee benefits and related programs.
2. Engage in professional development activities designed to achieve proficiency in elections, licensing and related areas.
3. Attend trainings and other professional development opportunities to learn and stay current with applicable laws and new laws and rulings that impact elections, licensing, and open records issues.
4. Conduct special studies and analysis assigned. Prepare and present narrative and statistical reports.
5. Participate in the formulation of Clerk's Office policies and procedures.
6. Develop and participate in organizational development and/or training activities, as assigned, including the development and presentation of related materials.
7. Assist in the preparation of materials requested by legal counsel as it relates to various processes. Testify under oath at arbitrations, WEC hearings and other court proceedings as necessary.
8. Perform related work as required.

13. Primary knowledge, skills and abilities required:

- Local government administration
 - Supervision and personnel management
 - Read and understand technical information and election laws
 - Clear communication
 - Set goals and priorities
 - Budget projection
 - Compile and present reports
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14. Special tools and equipment required:

- Ability to meet the transportation needs of the position.
- Ability to obtain notary public certification.
- Certification through the Wisconsin Municipal Clerk Program is required within three (3) years. Failure to obtain this certification within the probation/trial period will result in the employee not passing probation/trial period, absent extenuating circumstances.
- The employee will be expected to attend meetings and provide presentations outside the normal work schedule, including evenings and weekends.

15. Required licenses and/or registration:

16. Physical requirements:

Work is performed in an office environment with flexible desk height and using standard office equipment such as computer, telephone, and copier. Work may involve occasional travel to offsite City facilities to attend various meetings.

17. Supervision received (level and type):

18. Leadership Responsibilities:

This position: ☒ is responsible for supervisory activities (Supervisory Analysis Form attached).
☐ has no leadership responsibility.
☐ provides general leadership (please provide detail under Function Statement).

19. Employee Acknowledgment:

☐ I prepared this form and believe that it accurately describes my position.
☐ I have been provided with this description of my assignment by my supervisor.
☐ Other comments (see attached).

EMPLOYEE

DATE

20. Supervisor Statement:

☒ I have prepared this form and believe that it accurately describes this position.
☐ I have reviewed this form, as prepared by the employee, and believe that it accurately describes this position.
☐ I have reviewed this form, as prepared by the employee, and find that it differs from my assessment of the position. I have discussed these concerns with the employee and provided them with my written comments (which are attached).
☐ I do not believe that the document should be used as the official description of this position (i.e., for purposes of official decisions).
☐ Other comments (see attached).

SUPERVISOR

DATE

Instructions and additional forms are available from the Human Resources Dept., Room 261, Madison Municipal Bldg., calling 266-4615 or visiting cityofmadison.com/employeenet/policies-procedures/position-descriptions.