

Job Duties List

Patty - City Administrator—715-268-3411

- Oversee city's daily operations
- Appoint, supervise, and remove city staff
- Make reports and recommendations to the council about the city

Ben - Clerk-Treasurer—715-268-3413

- Oversee Taxes
- Issue several types of licenses and permits
- Administer elections
- Prepare meeting minutes
- Draft meeting agendas

Linda – Executive Assistant/Utilities Clerk—715-268-3412

- Complete utility billing
- Set up water and garbage for new residence
- Process accounts receivable/payable

Deb – Human Resources/Municipal Court—715-268-3415

- Complete payroll
- Handle employee related paperwork
- Oversee Municipal Court

Taylor – Administrative Assistant—715-268-3410

- Take shelter reservations
- Schedule campground reservations
- Handle miscellaneous questions

Jeff – Director of Public Works—715-268-5911

- Oversee projects completed by public works throughout the city
- Main point of contact for city infrastructure ideas and issues

Tom—Police Chief—715-268-7821

- Oversee city police officers
- Contact for safety related issues in town