



## **CITY CLERK/TREASURER**

### **Job Summary**

The principal function of the Clerk/Treasurer is to perform administrative work to support the Mayor and City Council and perform financial oversight, planning, and administrative duties. City Clerk duties include attending and recording City Council sessions; preparing the agenda and information packets for Council meetings; supervising City elections; and providing customer service. City Treasurer duties include administration of the City budget, accounting, payroll and cash handling. The position performs the human resources and personnel functions for the City. The position supervises the Deputy Clerk and Public Relations Specialist. The position works under the general direction of the Mayor, with considerable latitude for the exercise of independent judgment and initiative. The principal duties of this position are performed in a general office environment.

### **Essential Duties and Responsibilities (may vary by assignment)**

#### **CITY CLERK/TREASURER**

- Attends City Council meetings, takes and prepares minutes, and attends City staff meetings;
- Prepares and distributes City Council agenda and information packets;
- Prepares and records Council resolutions, ordinances, agreements, and other actions;
- Provides customer service by answering telephones and greeting walk-in customers, providing information, answering inquiries, and directing inquiries to the appropriate City department;
- Supervises City elections;
- Maintains and updates City ordinances and municipal code;
- Maintains City records, licenses, correspondence files, resolutions, and related documents;
- Researches and retrieves information for the Mayor and City Council;
- Coordinates and supervises all City activities related to finance, accounting, budgeting, payroll, and related financial policy and transactions;

- Develops, implements, and administers the City's annual budget;
- Supervises cash-handling, deposit, and reconciliation functions;
- Oversees City licensing for businesses and building permits;
- Administers annual audit functions;
- Administers City banking, investment, and debt policies;
- Prepares and maintains financial, accounting, audit, and related records, reports, documents, correspondence, databases, projections, and information files;
- Provides financial and accounting services and expertise to other City departments;
- Supervises, trains, and evaluates subordinate employees;
- Performs complex accounting procedures to reconcile City accounts and financial records with outside state and federal agencies, banks and financial institutions, and regulatory agencies;
- Provides financial reports, audits, and financial assistance as requested to City departments and agencies;
- Administers programs in the areas of recruitment, benefits, safety, compensation, training and development, grievances, and employee services;
- Oversees City employee payroll, deduction, withholding, benefits, and insurance functions;
- Plans and implements improvements to enhance operational effectiveness;
- Assists department heads, supervisors, managers, and employees on resolution of employee issues or disciplinary actions;
- Interprets and explains City personnel policies and procedures and federal and state regulations to employees;
- Works with employees on employee relations, including employee rights under grievance and appeal procedures;
- Reviews state and federal legislation, court decisions, administrative rulings, and related matters to determine if City policies and procedures are in compliance;
- Attends meetings and conferences to keep abreast of new developments and municipal operations;
- Maintains cooperative working relationships with City staff, community leaders, and elected officials;
- Performs all work duties and activities in accordance with City and Department policies, procedures and safety practices.

#### **Other Duties and Responsibilities**

- Prepare and receives bids for City services;
- Accepts petitions and subpoenas;
- Attests and certifies documents; administers oaths in accordance with the law;
- Notarizes documents for elected officials and general public;
- May be required to work other than regularly scheduled work hours;
- Performs other related duties as required.

#### **Knowledge, Skills and Abilities**

Knowledge of:

- Principles and practices of municipal administration and applicable federal, state and local laws, codes and regulations;
- Principles and procedures of record keeping;
- Municipal election codes, statutes, ordinances, and principles and procedures;
- City code, administration regulations, personnel rules and departmental policies;
- Municipal budget preparation and implementation;
- Methods, procedures, objectives, and standard practices of financial planning and management, accounting, and financial functions and practices;
- Municipal budgeting and expenditure principles and practices;
- Applicable federal and state laws and regulations pertaining to municipal finance operations;
- Applicable Generally Accepted Accounting Principles (GAAP) related to the creation and maintenance of City accounting and financial practices, methods, records, and documentation;
- Applicable Governmental Accounting Standards Board (GASB) and Governmental Accounting, Auditing, and Financial Reporting (GAAFR) requirements and standards;
- Supervisory, evaluation, and employee training methods;
- Principles and procedures of financial record keeping and reporting;
- Current municipal employee recruitment, hiring, training, supervision, compensation, evaluation, and disciplinary principles, methods, techniques, and objectives;
- Federal, State and local regulations, practices and policies, including EEO/Affirmative Action, Fair Labor Standards Act, Americans with Disabilities Act, Family and Medical Leave Act, Age Discrimination in Employment Act.
- City and Department policies, procedures, regulations, and operational standards;
- Effective communication skills;
- Standard office equipment, personal computers, and related software;

Ability to:

- Follow oral and written instructions;
- Interpret federal, state, and local laws, codes, and regulations, including election laws and procedures;
- Attend meetings and prepare and report meeting minutes;
- Prepare and present accurate and reliable reports containing findings, determinations, and recommendations;
- Prepare and administer a municipal budget;
- Prepare and maintain City financial records and documents to applicable GAAP and GASB standards;
- Maintain records efficiently and accurately and prepare clear and concise reports;
- Analyze financial data, reconcile accounts, and prepare reports;
- Coordinate a variety of tasks and schedules to meet demanding timelines;
- Maintain detailed and accurate records of work performed;
- Operate a personal computer and job-related software;
- Quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;

- Read, comprehend, and follow oral and written instructions and to understand and apply available guidelines to varied operational requirements;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Demonstrate integrity, ingenuity and inventiveness in the performance of assigned tasks;
- Communicate both orally and in writing;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Deal tactfully and diplomatically with government officials, elected and appointed officials, and the general public;
- Perform time management and scheduling functions, meet deadlines, and set project priorities;
- Work independently or as a team member;
- Establish and maintain effective working relationships with the public, other City employees, supervisory and subordinate personnel, and elected and appointed officials.

### **Acceptable Experience and Training**

- High school diploma or GED equivalency required and bachelors degree in municipal administration, human relations, accounting or a related field is preferred; and
- Three (3) years experience in a city clerk's or other municipal office is preferred; and
- Must be bondable; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform as an effective and competent City Clerk.

### **Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively on the telephone and in person; to comprehend written and oral instructions; to hear sounds within the normal range of conversation;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to comprehend written instructions and job-related materials; prepare reports as required; and operate office equipment;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate all work-associated equipment, Jobs in this class require performing repetitive motions in fingering and hand/wrist/arm movements and standing for four or more hours at a time. Related job tasks may require, with or without reasonable accommodation, lifting or moving up to 30 pounds occasionally.