

CITY CLERK

CHARACTERISTICS OF THE CLASS:

This is a non-represented, confidential position. Performs a variety of administrative, payroll and human resource duties to provide accurate and easily retrievable official records for the City. Works closely with the Financial Director and other Department Heads. The City Clerk is required to become knowledgeable of the zoning ordinances, planning and building issues in order to be able to respond to inquiries regarding these areas. Monitors and tracks various records, documents and requirements for projects, meetings, agreements, leases, etc. Serves as City's Elections Officer and provides administrative support to the City Manager and City Council.

SUPERVISION RECEIVED:

This is a confidential employee position dealing with elements of confidentiality and works under the general supervision of the City Manager.

SUPERVISION GIVEN:

An employee holding this position will supervise the following employees: Utilities Billing Clerk, General Office Clerk, Receptionist and Building Department Clerk.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The duties and responsibilities listed should not be construed to be all-inclusive. The essential job duties will include other responsibilities as assigned and required.

1. Responsible for payroll and all reports associated with payroll. This shall also include keeping personnel files current and orderly. This position is responsible for Human Resource functions as assigned by the City Manager.
2. Make sure that cash receipts are posted in accordance with proper procedures.
3. Ensure that accounts payable are paid on time and in accordance with proper procedures.
4. Ensure that all employees are sufficiently trained and knowledgeable in order to respond to questions at the front counter. Provide back up to other positions in work area. Act as the IT supervisor.
5. This position can be expected to handle highly sensitive, confidential, and/or political issues.
6. Acts as City Elections Officer. Prepares appropriate forms, sets up election files, accepts completed candidate forms, and performs other related duties. Coordinates elections with County elections department.
7. Must be independent so that the position does not require constant direct supervision.
8. Must be able to handle complaints and resolve problems; compose correspondence for supervisor on own initiative or from general instructions.
9. Must be able to take minutes at council and/or planning commission meetings which also require monthly evening meetings.
10. Ensures proper maintenance, storage and destruction of official City records and public documents. Records non-remonstrance agreements, annexations, legal documents and various City Records. Serves as notary public.
11. Monitors and tracks insurance policies, project files, leases, water rights, agreements, contracts, complaints, Council/committee term expiration dates, etc. Prepares required notices.

SKILLS AND EXPERIENCE REQUIRED:

An employee holding this position must be able to manage a variety of tasks and duties in an effective and efficient manner. Strong organizational skills are required as well as the ability to pay close attention to details. Experience in office management and supervision is required. Knowledge and understanding of governmental accounting practices, rules and regulations is a must. Ability to communicate and cooperate verbally and in writing, with public, staff, business community, development entities and other agencies. Strong interpersonal skills and ability to cooperate as a team member is essential.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is moderately quiet.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work is performed mostly in an office setting. While performing the duties of this job, the employee is frequently required to sit and talk, walk or hear, use hands to finger, handle, or feel objects, tools or controls, and reach with hands and arms. Duties involve moving materials weighing up to 10 pounds on a regular basis such as files, books, office equipment, etc., and may infrequently require moving materials weighing up to 40 pounds. The employee must kneel, bend, stand, push, and pull, and drive a motor vehicle. Specific vision abilities required by this job include close vision, peripheral vision, and the ability to adjust focus. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment.

EDUCATION AND CERTIFICATION:

An employee in this position must have a high school diploma and preferably a college degree in business administration or finance. Five years of increasing responsibility related experience. Employee must be skilled in the use of computers, internet, Microsoft Office and ability to learn Caselle accounting programs and Basic Gov. is required.

The job description does not constitute employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approved _____

Karen Pettigrew _____
City Manager