

Position Description

Position Title: City Clerk

Department: City Clerk

FLSA Status: Exempt (Salary)

General Job Scope

Under the administrative supervision of the City Administrator, the City Clerk is an exempt position that performs responsible administrative and financial duties. The City Clerk serves by appointment of the Mayor with the consent of the City Council, said appointment usually occurring at the first regular meeting of the governing body in January of each year. This employee maintains and provides for day-to-day review of the city's financial position and control of all municipal, fiscal and legal records. As a city officer, the City Clerk is the official custodian of municipal documents and is responsible for various city financial records. The City Clerk supervises subordinate personnel and monitors the operating procedures. An employee in this position has a substantial amount of public contact regarding the furnishing of information concerning city ordinances and policies.

Supervision Received

This position is under the general supervision of the city administrator, mayor and city council, and exercises frequent supervision over subordinate personnel.

Essential Duties and Responsibilities

- Monitors city budget;
- Ensures all receipts with expenditures are charged to correct fund;
- Monitors funds to maintain adherence to state budget laws;
- Prepares monthly and quarterly bank reconciliations;
- Work with bond companies on securing bonds for projects;
- Prepare bond reports as required by bond company;
- Ensures bond payments are made timely;
- Supervises, evaluates, recommends hiring and terminations of subordinate personnel;
- Monitors accounts payable and receivable and utility billing;
- Reviews permit and license applications for compliance with regulations and issues same;
- Assists in administering grants;
- Maintains records in preparation of all city audits;
- Prepares ordinances, resolutions, general correspondence, leases, agreements, reports and surveys;
- Prepares payroll, payroll reporting (bi-weekly, quarterly & yearend), monitors vacation and sick leave
- Acts as custodian of the City Seal and all city records and ensures files are maintained;
- Assists citizens with concerns and complaints;

- Performs duties of insurance risk manager, review policies, takes bids and handles claims;
- Ensure compliance with the provision of the Open Meetings Law;
- Responsible for compliance of Open Records Law;
- Plan and direct activities of the City Clerk's Office;
- Administer the processing and filing of contracts and agreements approved by the City Council;
- Oversee the Records Management program;
- Renews leases and ensures contract payments are made;
- Send monthly and yearly water reports to KDHE;
- Prepare all necessary reports as required;
- Other related duties as deemed necessary or as

Peripheral Duties

- Registers Citizens to vote.
- Assists with the daily cash receipts.
- Assists with the accounts receivable.
- May serve as a member on various City committees.

Minimum Qualifications

Education and Experience

- High School Diploma or GED
- 2+years of city administration supervisory and accounting experience.
- Employee is expected to have acquired the necessary information and skills to perform the job reasonably well after one year in the position.
- Must pass back ground check and have the ability to be bonded. This is an exempt position.

Necessary Knowledge, Skills and Abilities

Thorough knowledge of accounting practices and procedures, government financial reporting, investments, federal, state and municipal bond laws. Thorough knowledge of local government ordinances, laws and regulations. Skills in Excel, Access and Microsoft word. The ability to read and interpret ordinances, state statutes, zoning maps and building permits. The ability to gather and analyze data and financial information. Excellent interpersonal oral and written communication skills. The ability to supervise and manage personnel. The ability to operate a computer, calculator, typewriter and other related office equipment.

Extensive problem solving exists in relation to the daily management of departmental functions. Problems involve handling complaints and inquiries from both the general public and city personnel and the financing of unbudgeted capital outlays.

Extensive decision making in determining amount and type of investments to be made on behalf of the city, the availability of funds for expenditures and determining procedures on bond issues, annexation, and filings for office.

This employee is responsible for budgetary control of the city. Employee participates directly in the annual budgetary process of the city.

Little or no direct supervision. Decisions are subject to review by the city administrator. Employee is responsible for the supervision of subordinate personnel. Employee has supervisory and evaluation responsibilities over subordinate personnel. Employee must have the ability to express or exchange ideas by means of verbal communication and in conveying detailed or important verbal instructions to other workers and the general public.

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.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands and arms and walk, and reach above the head, and bend or squat. The employee must occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.