

**Class Title:** City Clerk/Treasurer

**Department:** Administration/City Clerk/Treasurer Office

**Supervisor:** Mayor

**Supervises:** All Personnel Assigned to Clerk's Office

**Class Characteristics** Under general administrative direction, plans, organizes, directs, coordinates, and evaluates all activities and programs of the department; responsible for maintaining City records; serves as financial manager for the City; performs related work as required.

**General Duties and Responsibilities:**

**Essential:** Plans, organizes, directs, coordinates, and evaluates all activities and programs of the Clerk's Office. Formulates and implements office policies and procedures for the Clerk's Office after consultation with the Mayor. Supervises personnel assigned to office while assisting with required duties. Attends all regular and special Council meetings; records proceedings; prepares draft of minutes of meetings; maintains records of minutes after Council approval. Indexes, codifies, files, and/or maintains ordinances, resolutions, executive orders, municipal orders, contracts, agreements, deeds, and other official documents of the City. Maintains file management system. Answers inquiries regarding Council activities. Insures publication of ordinances. Maintains custody of the official "Seal of the City". Requisitions office supplies. Serves as Treasurer for the City. Responsible for timely mailing of accurate utility bills, tax bills, licenses, permits, fees, and invoices for other revenues. Supervises and assists with accurate collection, deposit, recording, investment and/or expenditure of revenues. Maintains bank records; reconciles bank statements. Invests monies to secure highest interest rates. Approves all accounts payable after insuring accurate invoice for services or product delivered. Responsible for all financial records and reports, including general accounting, treasurers report, reconciled bank statements, report on investments, etc. Assists with budget preparation. Assists with securing grants; administers grant funds. Assists with utility contracts. Supervises work orders for connection/disconnection of utilities. Prepares and files liens as necessary. Maintains employee benefits records, including all leave-with-pay benefits. Prepares and distributes payroll; prepares and forwards all required payroll-related reports. Administers and maintains insurance programs and records, including worker's compensation, unemployment, health, life, etc. Administers retirement program.

**Non-essential:** None.

**DESIRABLE QUALIFICATIONS**

**Training and Experience:** Graduation from high school or equivalent supplemented by five years directly related work experienced, preferably with a government organization.

**Special Knowledge, Skills and Abilities:**

**Knowledge:** Thorough knowledge of the functions, principles, and practices of municipal government. Thorough knowledge of legal requirements relating to preparation, recording, preservation and maintenance of Council minutes/ and records, and other City records and documents. Thorough knowledge of federal and state laws and administrative regulations relating to

accounts receivable, accounts payable, investment of funds, etc. Knowledge of budgetary and financial management practices and procedures. Knowledge of banking practices, and the investment of funds.

**Skills:** Skill in the use of modern office equipment, including computer hardware and software. Skill with the use of a computer keyboard.

**Abilities:** Administrative, supervisory, and analytical abilities. Ability to supervise subordinate personnel while assisting with required duties. Ability to prepare clear and accurate reports on the complex subjects, and to maintain records efficiently and accurately. Ability to effectively coordinate a number of diverse activities and programs simultaneously. Ability to establish and maintain effective working relationships with City officials, employees and the general public.

### **ADDITIONAL INFORMATION**

**Instructions:** Very general. Must use own judgement most of the time.

**Processes:** Must frequently refine existing work methods and develop new techniques, concepts, or programs within established limits.

**Review of Work:** Work is reviewed through verbal and/or written reports.

**Analytical Requirements:** Assignments involve decisions based on a wide knowledge of many factors where application of advanced or technical concepts are required.

**Tools, Equipment and Vehicles Used:** Normal office equipment (word processor, computer, typewriter, copier, calculator, phone, etc.).

**Physical Requirements of the Job:** Work is performed in an office sitting at a desk or table requiring intermittent sitting, standing, or stooping. Must lift objects weighing less than 25 pounds.

**Contacts:** Frequent public and internal contacts requiring tact and diplomacy are requirements of the job.

**Confidential Information:** Regular use of confidential information is a requirement of the job.

**Mental Effort:** Moderate/Heavy

**Interruptions:** Constant

**Special Licensing Requirements:** Possession of a driver's license issued by the Commonwealth of Kentucky preferred, but not required.

**Availability:** Must be able to attend regularly scheduled or special Council meetings held during the evening hours and/or weekends.

**Certification Requirements:** Must possess Certified Municipal Clerk status, or must obtain Certified Municipal Clerk designation during the first five years after the appointment to the position.

**Additional Requirements:** Must be bonded.

**Overtime Provision:** Non-Exempt.