



## Job Description

**Title:** City Clerk  
**Effective Date:** Revised, May 12, 2020  
**Grade:** 19  
**Background Checks Required:** Criminal BCA, Driver's License, and Reference

### **DESCRIPTION OF WORK**

#### **General Statement of Duties:**

Performs skilled bookkeeping and record keeping work for the City: conducts city elections and carries out Council decisions; and performs related duties as required.

#### **Supervision Received:**

Works under the general supervision and direction of, and at the will of, the City Council.

#### **Supervision Exercised:**

Directly supervises the Finance Director, and Receptionist positions.

#### **Hours Anticipated:**

- Expected to work at least 32/hours week.
- Required to work days and some evenings.

### **TYPICAL DUTIES PERFORMED**

The duties listed are for illustrative purposes and do not necessarily include all the duties or activities performed by this position. Actual duties performed will vary on a day-to-day basis.

1. Provides information and assistance to citizens either in person or by phone; answers questions; researches files; makes copies, and takes messages or refers callers to other City staff.
2. Signs checks including the fire department.
3. Assists in developing and administering the annual city budget with the Finance Director and City Council.
4. Monitors department expenses for compliance with the budget.
5. Assists outside auditing firm with the budget.
6. Oversees and directs office operations.
7. Administers the ISTS policy.
8. Maintains the city website; and serves on the Public Information Committee.
9. Prepares the city newsletter.



10. Serves on the History Committee and keeps the history documents.
11. Serves as the secretary to the Stacy Economic Development Authority.
12. Acts as the secretary to the City Council, attend special meetings, take minutes, prepare council agendas and other necessary paperwork for the meetings.
13. Acts as the secretary to the City's Planning Commission, attend special meetings, take minutes, prepare Planning Commission agendas and other necessary paperwork for the meetings.
14. Organize and maintain records of the minutes, resolutions, and ordinances.
15. Arranges and publishes notice of meetings and ordinances.
16. Attests the Mayor's signature on official documents whenever required and maintains responsibility for the city seal and facsimile stamp.
17. Provides certified copies of proceedings, and records.
18. Administers Oath of Office.
19. Acts as liason with state, county, and other community officials.
20. Prepares necessary reports to all governmental entities.
21. Directs local elections including preparing ballots and receiving candidate filings, providing supplies to polling place; posting and publishing notices of election, paying judges, coordinating details with the County, certifying results for Council, and County Auditor; etc.
22. Selects, schedules, and advises election judges and maintains election records and files.
23. Works with financial advisors on grant procurement and administration; and financing of city projects.
24. Purchases office supplies, refers costly and unbudgeted purchased to the council for approval.
25. Tracks parcel numbers; updates street addresses; and maintains related records.
26. Coordinates information flow between committees, engineer, Planning Commission, and City Council.
27. Attends workshops and conferences to keep up to date in municipal affairs.
28. Prepares city assessment searches as requested.
29. Serves as human resource contact.
30. Maintains employee personnel files.
31. Issues burning permits.
32. Issues pet licenses.
33. Provide notary services.
34. Handles all paperwork related to development in the city. Including notice requirements.

35. Utilizes the Infraseek System
36. Transfer funds from bank account as necessary.
37. Follow the records retention schedule.
38. Setup and maintain city email addresses.
39. Conduct employee background checks
40. Work with representative for pay equity compliance.
41. Maintain city contract listing and file.
42. Coordinate review of city policies and maintain record.
43. Process renewal insurance paperwork.
44. Update SAMS registry yearly.
45. Annual employee benefit review.
46. In the absence of the finance director prepare utility bills, handles inquiries, complaints, and delinquent utility accounts.
47. Assists in maintaining current list of utility customers.
48. Assists in the TIF reporting process.
49. Backup the Financial Director position.
50. Any other duties delegated by the city council

### **KNOWLEDGE, SKILLS, AND ABILITIES**

1. Considerable knowledge of accounting, payroll and billing practices and procedures.
2. Considerable knowledge of city ordinances, resolutions, and policies.
3. Considerable knowledge of state and county elections procedures and operations.
4. Considerable knowledge of laws, rules, and regulations affecting City government.
5. Considerable knowledge of modern office practices, procedures, and equipment including knowledge of computer operation and software packages.
6. Working knowledge of municipal financial management and investment practices and procedures.
7. Considerable ability to keep accurate and complete records and files.
8. Considerable ability to communicate effectively, both orally and in writing with City staff, county officials, elected officials, and the public.
9. Considerable ability to prioritize work, research files, and analyzes problems and develops appropriate recommendations.

10. Considerable ability to prepare a variety of financial reports.
11. Considerable ability to type and enter information with speed and accuracy.
12. Working ability to keep up to date with changing laws, rules, and regulations
13. Hold Certified Municipal Clerk Certification (CMC) or ability to obtain.

## **QUALIFICATIONS**

### **MINIMUM QUALIFICATIONS**

High School graduation or equivalent with at least four years of city clerk, administrative, and/or accounting experience using an automated system, preferably in the public sector; thorough knowledge of Windows based programs, valid drivers license, ability to communicate efficiently in English, both verbally and in writing, excellent organizational skills, the ability to multi-task, ability to work independently, preferred experience in working with the public in a municipal environment. Any combination of education and experience that provides equivalent knowledge, skills, and abilities will be considered.