

CITY OF _____
POSITION DESCRIPTION

Title: City Clerk
Reports to: City Council
Date: _____

POSITION PURPOSE:

To perform all of the duties of city clerk as provided by Minnesota Statutes, so that the city's administrative and financial operations progress in an efficient, orderly, and lawful manner.

POSITION RESPONSIBILITIES AND TASKS:

Responsibility 1: Perform the statutory duties of a city clerk so that the administrative responsibilities of the city are carried out in a prompt, efficient, and lawful manner.

Representative Tasks: Give notice of elections, record election proceedings, notify officials of their appointment or election, certify results of election to the county auditor;

Keep a minute book of council meetings, maintain an ordinance book, act as custodian of the city's seal and records, sign official papers for the city, assist in issuing all licenses and permits, sign airport leases, post and publish notices, ordinances and resolutions as required, sit on committees as assigned by the council, and act as Planning and Zoning Administrator;

Maintain a computer accounting system to enter all city money transactions, receipts, and disbursements, including Fire and Ambulance Department monies, receive, safely keep, and invest all city monies, maintain a record of special assessments, certify special assessments to the county auditor and assist in conducting assessment searches and issuing building permits, balance checking accounts, process payroll and related tax reports, assist in collecting for city utilities and services, maintain individual ledgers on money market accounts, perform interest calculations, correspond with other governmental units for transfer payments (such as local government aid, property taxes, and fine money);

Prepare and submit various government reports, prepare various city contracts and act as notary public.

Participate in planning for the next budget by compiling past expenditure figures, estimating future costs, and making determinations of new budget figures, and other duties as assigned by the city council.

Responsibility 2: To supervise the deputy clerk so that office staff needs are met, and the city office runs smoothly and to perform the deputy clerk duties in her/his absence.

Representative Tasks: Establish criteria for hiring and participate in selection process, assign tasks, orient and train new employees, review work in progress and upon completion, conduct performance reviews, recommend pay increases, discipline, or discharge, and handle employee grievances at the first step.

Responsibility 3: To maintain an awareness of constantly changing laws, rules, and regulations governing all aspects of city administrative and financial operations, including pay equity, grants, employment practices, bonding and special assessment changes, budgeting requirements, election changes, and other changes, so that the city council can be alerted to problems and the city's operations carried out in a lawful manner.

Representative Tasks: Correspond with local governments, with the League of Minnesota Cities, and with the city attorney, maintain communication with the city council and the mayor and communicate changes to them, review professional journals and trade publications, attend city clerk and League of Cities conferences, and continuing education classes at the city's expense.

Responsibility 4: To act as the city's representative and as the public contact person in dealing with the public, legislators, other government agencies and consultants.

Representative Tasks: Greet callers and visitors to city hail, respond to inquiries about city business, take complaints about city ordinances and policies and respond to them in an appropriate manner, respond to information requests, lobby for League of Small Cities and League of Minnesota Cities, act as Cable TV Commissioner, and work with city staff, city engineer, city attorney and city planner on a day-to-day basis.

KNOWLEDGE, SKILLS, AND ABILITIES:

Extensive knowledge of the overall operations of the city of _____ including policies, procedures, ordinances, etc.

Knowledge of Minnesota Statutes regarding duties and responsibilities of the city clerk.

General knowledge of office management procedures, records management, filing systems, office correspondence, etc.

Knowledge of accounting or bookkeeping sufficient to handle the city's financial records.

Ability to operate office machines and personal computers.

Skill in interpersonal relations and written and oral communication sufficient to sooth irate citizens, negotiate with insurance companies and communicate with council members.

EDUCATION AND EXPERIENCE

Post-secondary training in bookkeeping/accounting and personal computers, including but not limited to a working knowledge of WordPerfect, office and secretarial practices, and two or more years of directly related work experience including supervisory experience. Education and/or work experience may be substituted one for the other. Local government experience is desirable as is Municipal Clerk Certification.

WORKING CONDITIONS:

Most work is performed indoor at city hall. The exception is trips to the post office, bank, liquor store, inspections of city property, nuisance inspections, and similar duties.

Generally, the position requires light lifting, usually less than 10 pounds, with up to 50 pounds on occasion. Aside from cleansers for cleaning city hall, no hazardous materials or chemicals are used on this job.