

CITY OF MIDWAY
POSITION DESCRIPTION

Title: City Clerk/Treasurer

Supervisor: Mayor

Supervises: All Employees Assigned to the Office

Position Characteristics: Under the general direction of the Mayor, manages and directs all activities, programs, and employees of the City Clerk/Treasurer's Office; plans, organizes, directs, coordinates and evaluates all activities and programs of the office; assists the Mayor in the administration of the City budget; performs related works as required.

Distinguishing Features of the Position: The work in this position involves responsibility for the supervision of all employees assigned to the office; serving as custodian of all city records not assigned to another office; serving as custodian of the seal of the city; mailing out notices for and receiving payment for taxes, licenses, fees, and other revenues; preparing or ensuring preparation of checks for all expenditures, including payroll. The employee of this position exercises considerable initiative, skill and professional judgment.

Essential functions:

1. Plans, organizes, directs, coordinates and evaluates all activities and programs of the office.
2. Prepares agenda for Council and committee meetings; attends regular and special Council meetings.
3. Prepares and maintains complete and accurate minutes of Council proceedings, and records them in appropriate books.
4. Maintains all ordinances, orders and resolutions of the Council; maintains all records of the City not assigned to another office.
5. Serves as custodian of the seal of the City.
6. Ensures that all ordinances meet publication requirements.
7. Ensures that ordinances are codified as required.
8. Assists the Mayor in the preparation of the annual budget for review by the City Council.
9. Monitors departmental budgets and purchasing for all departments and prepares monthly financial reports for the Mayor and City Council.
10. Maintains and protects the integrity of all records on City computers.
11. Ensures daily deposit of funds and/or makes daily bank deposits.
12. Forwards delinquent accounts for collection.

13. Ensures the preparation and maintenance of accurate accounts receivable and accounts payable.
14. Ensures preparation, proofing and forwarding of notices, including property taxes, net profits and occupational taxes, and other licenses and fees and other City revenues, accepts payment and issues receipts and licenses and ensures collections.
15. Prepares or ensures preparation of checks for City expenditures after checking invoices for accuracy; ensures that all expenditures are charged to correct fund and/or department.
16. Checks business licenses to ensure in place where required.
17. Prepares and/or ensures the preparation of timely financial reports for the Council.
18. Balances and reconciles bank statements, and maintains City's general ledger.
19. Assists Mayor in administering any investment programs.
20. Administers employee benefits programs.
21. Ensures that required monthly, quarterly, and/or annual reports are prepared for federal, state and local agencies, and the Council.
22. Administers insurance programs and requirements.
23. Receives inquiries and/or complaints from the public and attends to their disposition or forwards to appropriate personnel/officials, as appropriate.
24. Answers questionnaires and surveys.
25. Opens and distributes mail, writes and receives correspondence as needed.
26. Assists Mayor to coordinate all areas of City government.
27. Prepares pre-meeting and meeting packets.
28. Ensures that required monthly rental revenues are received.
29. Prepares and gathers documentation for City auditor.
30. Prepares sewer permits and maintains documentation.
31. Administers the Drug Free Workplace Program per policy.
32. Administers online training programs.
33. Performs research for the City Council as well as reasonable requests from the public.

MINIMUM QUALIFICATIONS

Other: Performs special projects as required or requested, and assists Mayor and City Council as needed.

Training and Experience: Graduation from high school or equivalent supplemented by five (5) years directly related work experience; or a Bachelors Degree in Accounting, Business Administration, Public Administration, or closely related field supplemented by three (3) years related experience.

Certification/Licensing Requirements: Certified Municipal Clerks designation must be obtained within four (4) years from the date of hire or an adoption of this requirement (July 2013), whichever comes later. Must maintain this designation in good standing.

Special Knowledge, Skills, and Abilities:

1. Thorough knowledge of the legal requirements relating to the recording and management of official minutes and records.
2. Thorough knowledge of the parliamentary procedures for Council meetings.
3. Thorough knowledge of the theories and practices of municipal fiscal administration.
4. Knowledge of computer hardware and software used in Clerk's offices.
5. Thorough knowledge of laws and ordinances governing fiscal record keeping, accounts receivable and payable preparation and distribution, and required reports.
6. Thorough knowledge of City banking practices.
7. Knowledge of modern office practices, procedures and equipment.

Skills:

1. Skill in the use of computers and other office equipment.
2. Effective written and verbal communication skills.
3. Effective organization skills.
4. Effective supervisory skills.

Abilities:

1. Abilities to supervise office staff while assisting with required duties.
2. Ability to efficiently use computer hardware and software.
3. Ability to use keyboards for computer and typewriter.
4. Ability to make arithmetic calculations accurately and efficiently.
5. Ability to prepare and maintain records efficiently and accurately.
6. Ability to communicate effectively, orally and in writing.
7. Ability to deal tactfully with the public.
8. Ability to establish and maintain effective working relationship with City officers and employees, and the general public.

ADDITIONAL REQUIREMENTS

Instructions: Very general; must use own judgment most of the time.

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

Review of Work: Review generally limited to oral and written reports.

Analytical Requirements: Continual analysis of figures, trends and results of all kinds that directly affect the policies of the City.

Tools, Equipment and Vehicles Used: Normal office equipment (computers, cash register, typewriter, copier, telephone, radio, fax machines, etc.)

Physical Requirements of the Job: Work is typically performed while sitting at desk; lifting light objects (up to 25 pounds) is a requirement of the job.

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

Confidential Information: Regular and appropriate use of confidential information is a job requirement.

Mental Effort: High.

Interruptions: Constant.

Availability: Must be able to attend meetings during evenings and weekends.

Additional Requirements: Must meet bonding requirements. Must meet job-related requirements and qualifications in effect at the time of appointment, and must pass any job-related qualifying examination that may be prescribed.

Overtime Provision: Exempt.