

Administration (City Clerk-City Treasurer) Job Description

The administration employees are responsible all administrative and financial duties of the City. As a city officer, these positions are the official custodians of municipal documents. An employee in this position has a substantial amount of public contact, attends city council meetings, records minutes and ordinances and serves as liaison between the Mayor, City Council and residents.

Duties

As part of the administration, these positions are responsible for the following duties which include but are not limited to:

- Attends council meetings and records the minutes
- Prepares council agendas and mailings to the governing body
- Publishes ordinances, notices and resolutions
- Serves as main point of contact for various city projects and functions
- Prepares the annual budget
- Invests in short term investments
- Audits and posts expenditures
- Responsible for all human resources
- Responds to citizen complaints and questions relation to city policy
- Prepares and maintains various state and federal reports
- Assists in preparation of grant applications
- Maintains and updates the city policies and code book
- Prepares, records and mails notices for violations of city codes
- Oversees and maintains all records of animal licenses, occupational licenses, Cereal Malt Beverage licenses
- Municipal court record keeping
- Utility billing and cash receipt accounting
- Payrolls
- Special Assessments
- Other related duties as deemed necessary or as required.

Other Skills

Good communication skills are an essential part of an administration position. Familiarity of local and state laws, the ability to operate a computer, calculator, and other related office equipment for extended periods of time. Frequent problem solving exists in relations to the daily management of the City. Problems involve handling complaints and inquiries from both the general public and city personnel. Decision making is common in determining amount and type of fund investments to be made, availability for expenditures, establishing priorities, utility adjustments, interpretation of city code and various city policies, routing citizens questions, complaints and concerns.

Physical Demands

During the course of performing job duties, the ability to express or exchange ideas by means of verbal communication. Conveying detailed or important verbal instructions to other workers and the general public. May include extended periods of sitting and computer work.

