



# CLERK/TREASURER

## Job Description

I. IDENTIFYING INFORMATION			
JOB TITLE:	City Clerk/Treasurer	WORK/PAY STATUS:	Full-time, Salary
SUPERVISOR:	City Council	FLSA STATUS:	Exempt
DEPARTMENT HEAD:	City Clerk/Treasurer	PAY GRADE:	9
DEPARTMENT:	Administration	WORK SCHEDULE:	8-5 p.m. (M-F) meetings
WORK LOCATION:	City Hall		

  

II. PURPOSE STATEMENT	
PURPOSE & NATURE OF WORK:	Serves as City's statutory Clerk and Treasurer including duties as Chief Administrative Officer for the City. Performs technical, specialized, and clerical work to support the daily administration (operations, programs, and activities) of the City. Exercises overall and direct responsibility for several areas such as centralized finance & accounting functions, risk management, legal notices, document management & recordkeeping, reporting, elections, licenses & permits, and in-person/on-line customer service. Promotes the efficient use of department and City resources. Undertakes economic development activities.

  

III. ORGANIZATIONAL RELATIONSHIPS	
Reports to:	City Council
Communicates with:	
Internally:	All other city employees and volunteers
Externally:	Other clerk/treasurers & city administrators as well as other appointed <u>and</u> elected officials; staff at various county, state, and federal agencies; LMC & LMCIT staff; county attorney; city engineer; city auditor and financial advisors including the City's bond counsel and agent; other contracted consultants & contractors; suppliers, vendors and salespeople including insurance agents & personnel; City's official newspaper and other media outlets; business and community groups; and tourists, utility customers, and residents.
Supervises:	Exercises general, technical and administrative supervision over city employees (except Police Department employees) either directly or through subordinate supervisors.

  

IV. DELEGATION OF AUTHORITY	
AUTHORITIES & CURRENT APPOINTMENTS	As holder of statutory offices the incumbent has authority to manage each office's functions (except Police Department), processes and activities subject to City Council's oversight, City Council's policy guidance, and state law. The incumbent exercises staff and functional authority to organize and facilitate the flow of information to ensure the integrity of the City's legislative, electoral, data practices and reporting/recordkeeping processes including official use of the City Seal. Coordinates city's centralized HR/personnel administration activities as regularly assigned. Coordinates elections as chief election official. Executes other duties as assigned by the City Council.

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## V. ESSENTIAL FUNCTIONS

The left column lists the position's major areas of accountability and core responsibilities/key priorities. The right column specifies recurring duties. All are essential. The list of recurring duties is not exhaustive. All duties, tasks and subtasks that can be logically inferred are not specified. Other duties and tasks may be assigned, by the position's Supervisor, according to City needs.

<p><b>DEPARTMENT ADMINISTRATION &amp; MANAGEMENT</b></p> <ul style="list-style-type: none"> <li>» Planning &amp; Budgeting</li> <li>» Policies &amp; Procedures</li> <li>» Laws, Rules &amp; Regulations</li> <li>» Records &amp; Information Management</li> </ul>	<ul style="list-style-type: none"> <li>a. Prepares, executes, and evaluates operating plans, policies and procedures for assigned department's operations and work activities. Daily coordinates and controls the systems, processes, and activities to comply with state and federal laws/rules/regulations and according to Council policies.</li> <li>b. Personally handles or oversees the preparation and maintenance of complete and accurate records. Ensures required reports are completed and submitted to appropriate agency.</li> <li>c. Prepares department's draft operating budget; administers Council-approved budget; and keeps Council informed of significant and noteworthy financial concerns and issues.</li> </ul>
<p><b>LEADERSHIP AND COUNCIL SUPPORT</b></p> <ul style="list-style-type: none"> <li>» Staff Support &amp; Meeting Attendance</li> <li>» Research &amp; Analysis</li> <li>» Advice &amp; Recommendations</li> <li>» Administration &amp; Interpretation</li> <li>» Consultants &amp; Contractors</li> </ul>	<ul style="list-style-type: none"> <li>d. Serves as Council's executive officer providing administrative, clerical and logistical support: coordinates the preparation/distribution of agenda and information packets, working with department heads and others to ensure the integrity of background information requested/required; handles Council's correspondence; and may track follow-up on Council directives, requests for information, and other action items. Works with Council to establish long- and short-term goals.</li> <li>e. Recommends new and revised Administrative Policies (e.g. ordinances, resolutions, &amp; personnel policies), implementing and administering them after appropriate Council approval; and reviews format/layout of other departments' ordinances &amp; resolutions.</li> <li>f. Serves as City's personnel officer with direct responsibility to administer city-wide HR/Personnel system: updates/revises personnel policies; coordinates hiring process, compensation plan, performance management, and other centralized HR functions; and prepares/submits pay equity report.</li> <li>g. Oversees and interacts with other consultants and contractors, coordinating selections with RFPs as directed. Monitors contracts assuring the desired level of service is provided. Oversees and participates in renewal of contracts and notifications such as fire service agreements. Informs Council of concerns and issues.</li> <li>h. Serves as City's safety officer with direct responsibility for assuring compliance with federal and state mandates including AWAIR, Right to Know and other MNOSHA programs.</li> </ul>
<p><b>FINANCIAL &amp; ACCOUNTING COORDINATION &amp; GUIDANCE</b></p> <ul style="list-style-type: none"> <li>» Internal Controls &amp; GASB</li> <li>» City-wide Budgeting &amp; Plans</li> <li>» Cash Flow Management</li> <li>» Investment Management</li> <li>» Reporting &amp; Recordkeeping</li> <li>» Benefits Administration</li> </ul>	<ul style="list-style-type: none"> <li>i. <u>Internal Controls</u>: establishes and manages finance &amp; accounting controls for all city departments; communicates policies, standard forms and procedures to department heads; and regularly evaluates compliance, providing advice and assistance as needed.</li> <li>j. <u>Budget Preparation</u>: initiates preparation of City's consolidated operating and capital budgets, coordinating efforts with department heads; supports Council in setting property tax levy and rates; and presents overall budget to the Council. Prepares documents for required meetings (e.g. TNT, BAE, etc.).</li> <li>k. <u>Budget Administration</u>: administers Council-approved city-wide budget including a coordinating role in CIP plans; prepares monthly statements (revenue and expenditure reports, balance sheets, and cash balances) to assist and advise department staff; and provides regular and other financial reports to the Council.</li> <li>l. <u>Cash/Investment Management</u>: maintains auxiliary cash controls for investing, balancing, and other related accounting activities; monitors cash flow to ensure sufficient cash is available; reconciles all cash and investments with monthly bank/investment statements; and maintains required investment records and prepare related reports. Works with city financial consultant(s).</li> </ul>

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V. ESSENTIAL FUNCTIONS (cont.)	
<b>FINANCIAL &amp; ACCOUNTING COORDINATION &amp; GUIDANCE (cont.)</b>	<p>m. <u>Internal Checks, Balances and Audits</u>: reviews a variety of source documents (i.e. process inputs) and performs a variety of reconciliations and balancing adjustments to regularly verify and maintain the integrity and accuracy of the all financial statements and reports (i.e. outputs). Maintains complete &amp; accurate records.</p> <p>n. <u>Benefits Administration</u>: initiates/reviews all new hire paperwork; coordinates annual benefits renewal, researches options/offerings, and enrolls employees; and manages employee intranet site and coordinates wellness program. Manages ACA and COBRA administration.</p>
<b>STATUTORY CLERK (NON-FINANCIAL) DUTIES</b>	<p>o. <u>Legal Notices</u>: Prepares and publishes meeting agendas, advertisements, and legal notices of the City Council's regular meetings as well as public hearings and special meetings. Oversees or participates in the preparation/publication of other public notices as required by the county, state, or federal government.</p> <p>p. <u>Council Meetings and Minutes</u>: attends meetings to manage an accurate record of the proceedings, including video/audio recording and preparation of minutes; and indexes/files official minutes.</p> <p>q. <u>City Seal</u>: Signs and seals all legal papers on behalf of the City; certifies and files—with the county—official Council actions including ordinances and resolutions, official maps, and conditional use permits; certifies a variety of other documents dealing with people and property; and accepts legal papers and proper notification served on the City. Attests the Mayor's signature on official documents when required.</p> <p>r. <u>Mandatory Reporting</u>: Oversees and/or participates in the completion of any county, state, and federal forms and reports due for assigned areas.</p> <p>s. <u>City Elections</u>: Records proceedings of regular and special elections; registers voters and officiates elections; and notifies officials of their appointments to office, taking/certifying acknowledgements and administering oaths. Certifies, to the county, all appointments and election results; and prepares/submits to the county and state (SOS) other required notices, posting notices in city hall as required.</p> <p>t. <u>Licenses &amp; Permits</u>: Administers issuance of municipal licenses including building, business (liquor/gambling/other); animal; and various regulatory licenses as assigned—in accordance with applicable city ordinances and other regulations. Works with Police Chief on enforcement and informs City Council of any violations as required.</p> <p>u. <u>City Recordkeeping</u>: Serves as custodian of official records and public documents; implements and maintains centralized filing system; and maintains an accurate record of Council proceedings and actions (e.g. Meeting Minutes, the Municipal Code of Ordinances, and Resolutions.)</p>

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<p><b>STATUTORY CLERK (FINANCIAL) &amp; STATUTORY TREASURER DUTIES</b></p> <ul style="list-style-type: none"> <li>» General &amp; Enterprise Funds</li> <li>» Journal &amp; GL Accounting</li> <li>» Claims &amp; Receipts</li> <li>» Annual Audit</li> <li>» Reporting &amp; Recordkeeping</li> </ul>	<ul style="list-style-type: none"> <li>a. <u>All Receipts and Disbursements</u>: oversees and participates in the maintenance of all required data, information, and records in electronic and physical files for all accounting functions.</li> <li>b. <u>City Hall Front Counter Service</u>: provides general information to the public and city employees; answers phone and greets/receives city hall visitors; receives requests, complaints and information from public and transmits to staff or council as needed; sorts and distributes incoming mail; processes outgoing mail.</li> <li>c. <u>Accounting/Utility Billing</u>: performs daily and other cyclical tasks associated with utility billing process; receives check, cash and credit card payments for utility bills; uses automated software to calculate, review and print monthly bill register and utility bills; post payment, reconciles batches and prepares receipts and bank deposits, maintains customer accounts/property information; administers past-due accounts; handles customer inquiries, performs other routine accounting tasks as needed.</li> <li>d. <u>Claims/Accounts Payable</u>: ensures List of Claims is ready for Council's review/approval at designated meeting; ensures approved claims are paid in a timely manner to avoid penalties and take advantage of discounts; and prepares Form 1099-MISC for consultants.</li> <li>e. <u>Accounts Receivable</u>: prepares and sends invoices for City services/charges; follows up on bad checks and initiates collection action as needed; records receipts, posts into accounting software, and prepares daily bank deposits; and prepares/submits monthly sales tax returns and transfers funds electronically. Calculates, prepares and submits federal and state fuel tax credits/refunds.</li> <li>f. <u>Payroll</u>: oversees and participates in payroll cycle; reconciles payroll and files quarterly reports; reconciles and prepares W-2s; and calculates retirement fund contributions and prepares PERA reports. Compiles payroll costs for WC insurance estimates and audits. Reconciles and prepares required reports for ACA.</li> <li>g. <u>City Assessments</u>: certifies new assessments to be levied, prepayments and balances; maintains special assessment records; and researches specific properties by conducting special assessment searches when appropriate.</li> </ul>
<p><b>V. ESSENTIAL FUNCTIONS (cont.)</b></p>	
<p><b>STATUTORY CLERK (FINANCIAL) &amp; STATUTORY TREASURER DUTIES (cont.)</b></p>	<ul style="list-style-type: none"> <li>h. <u>Debt Administration</u>: works with fiscal advisors to coordinate the issuance of any new debt; participates in credit reviews and annual reporting requirements; and maintains records needed for bond payments, fiscal agents, and related redemption ledgers.</li> <li>i. <u>Special GASB Requirements</u>: implements and maintains fixed assets system and subsidiary records; maintains accounting records for capital projects; and monitors relevant pronouncements.</li> <li>j. <u>Annual External Audit</u>: supervises year-end closing and coordinates City's annual audit; prepares audit work papers and schedules and assists auditors as appropriate; and follows up on indicated areas of deficiency.</li> <li>k. <u>City-wide Insurances</u>: manages property/casualty coverages, including renewals and schedules; manages worker's compensation including claim administration; and manages unemployment claims.</li> </ul>

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<b>SUPERVISION OF DEPARTMENT EMPLOYEES</b> <ul style="list-style-type: none"> <li>» Employee Relations</li> <li>» Hiring/Interviewing</li> <li>» Supervision &amp; Work Scheduling</li> <li>» Performance Management</li> <li>» Discipline/Safety</li> <li>» Training &amp; Development</li> </ul>	<ul style="list-style-type: none"> <li>l. Undertakes, or effectively recommends to the City Council, the full complement of supervisory functions for supervised positions such as staffing/hiring/interviewing, managing work schedules including leave approvals, assigning/prioritizing/reviewing work, coaching and evaluating performance, training and staff development, influencing compensation/rewards, and initiating discipline/discharge per City policy and under the Council's final approval for hiring and firing.</li> <li>m. Oversees and participates in department's cyclical work: With the exception of Police Department employees, supervises employees' performance and reviews work output, assigns special duties and projects, and performs work tasks of subordinate positions as needed. Ensures proper checks and balances (internal controls) are followed.</li> <li>n. Promotes workplace safety through ongoing efforts related to employee training and awareness.</li> </ul>
<b>COORDINATION WITH OTHER CITY DEPARTMENTS</b> <ul style="list-style-type: none"> <li>» Joint/Shared Responsibilities</li> <li>» City-wide projects, events, &amp; activities</li> <li>» Emergencies</li> </ul>	<ul style="list-style-type: none"> <li>o. Works closely with other department heads to coordinate work and perform shared responsibilities. Attends and leads staff meetings.</li> <li>p. Coordinates work with other department heads by sharing information, actively seeks input/feedback and provides the same, and informs City Council about important issues and concerns.</li> <li>q. Provides administrative/technical support to other departments as workload and work priorities allow.</li> <li>r. Works closely with Public Works department head on capital projects, equipment replacement plans, and utility billing activities such as meter reading, account changes, shut-offs, etc.</li> </ul>
<b>EXTERNAL COMMUNICATIONS/RELATIONS</b> <ul style="list-style-type: none"> <li>» City Representation &amp; Liaison</li> <li>» Intergovernmental Relations</li> <li>» Business Relations</li> <li>» Public Relations</li> <li>» Media Relations</li> </ul>	<ul style="list-style-type: none"> <li>s. Represents City before various outside entities: establishes and maintains relationships with a variety of individuals and groups; interacts with consultants and contractors; and informs City Council of significant or noteworthy concerns and issues.</li> <li>t. Engages and interacts with peers and colleagues in all levels of government to share information, discern issues and concerns, and improve performance/productivity of assigned areas of accountability.</li> <li>u. Receives requests for information, complaints, and other input/feedback about Administration Department and Clerk/Treasurer's Office and either personally responds or directs subordinate staff to respond. Informs City Council of noteworthy problems/complaints and refers any policy matters for the council's consideration.</li> </ul>

## VI. OTHER DUTIES & RESPONSIBILITIES

- Serves as a notary public.
- Performs other duties as directed by the City Council or apparent to the incumbent.
- May be subject to periodic drug-testing as outlined in city policies.

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## VII. REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

Knowledge of;	Skill in;	Ability to;
<ul style="list-style-type: none"> <li>▪ each major area of accountability</li> <li>▪ City ordinances, resolutions, &amp; Council directives; City and department policies and procedures (Administrative &amp; Operating)</li> <li>▪ City Council's overall budget goals and each department's work plans/goals</li> <li>▪ City and Department's organizational structure, operations, programs and activities</li> <li>▪ laws, rules and regulations applicable to City government</li> <li>▪ laws related to data practices and records management</li> <li>▪ principles and practices related to a municipal clerk's statutory and other duties</li> <li>▪ principles and practices related to a municipal treasurer's statutory and other duties</li> <li>▪ management principles and practices as they apply to public sector</li> <li>▪ OSHA and other safety-related laws, rules, and regulations</li> <li>▪ office automation and other technologies useful for municipal operations</li> <li>▪ program management, process control and improvement, work flow management</li> </ul>	<ul style="list-style-type: none"> <li>▪ planning and evaluating office's operations and activities</li> <li>▪ coordinating the flow of information city-wide</li> <li>▪ conducting research, analyzing/interpreting data, and preparing reports</li> <li>▪ providing/presenting reliable information and sound advice to elected &amp; appointed officials</li> <li>▪ establishing and maintaining cooperative and productive relationships with a variety of individuals and groups</li> <li>▪ communicating, both verbally and in writing; and using an appropriate degree of tact, persuasion and influence depending on the situation</li> <li>▪ providing leadership/supervision to employees and promoting a positive and motivational workplace</li> <li>▪ using City's automated recordkeeping &amp; office software and ensuring information technologies help to increase work productivity</li> <li>▪ promoting work products that are complete, accurate, and error-free</li> <li>▪ mathematical aptitude and municipal financial management knowledge</li> </ul>	<ul style="list-style-type: none"> <li>▪ handle not public data and other sensitive information IAW state statute and City policy</li> <li>▪ keep current on local government finance and related issues through participation in/contact with appropriate organizations, agencies, and other entities (and individuals)</li> <li>▪ continually improve personal knowledge base and keep current with best practices, new technologies, and industry trends</li> <li>▪ implement Council policies and carry out Council directives</li> <li>▪ interpret and administer policies with consistency and uniformity</li> <li>▪ work independently and with a high level of initiative &amp; resourcefulness</li> <li>▪ cope with the mental stress of the position</li> <li>▪ interact with various local &amp; community organizations</li> <li>▪ operate a personal computer, phone, 10-key calculator, and other typical office machines</li> <li>▪ use active listening skills and receive input/feedback (and constructive criticism) on performance</li> <li>▪ work beyond normal work hours as well as evenings and some weekends</li> <li>▪ lift, carry or move objects up to 10 pounds (frequently), up to 25 pounds (occasionally)</li> <li>▪ attend meetings within and outside the City</li> </ul>

## VIII. MACHINES, TOOLS & EQUIPMENT REGULARLY USED

Personal computer and peripherals, various software applications (word processing, spreadsheets, etc.), 10-key calculator, telephone, copy and fax machines, other typical office equipment, and a motor vehicle.



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## IX. MINIMUM HIRING REQUIREMENTS

*Includes Training, Experience, Licenses/Certifications, KSAs, and Other Credentials.*

*An equivalent combination of education and experience may be considered during the hiring process.*

For Use in Hiring and Promotions	1. College graduate with an Associate degree in accounting, financial management, public or business administration, or related program.
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## X. PREFERRED QUALIFICATIONS (not all-inclusive)

*Additional preferred qualifications and job-related characteristics—referenced elsewhere in this description and other job documentation—might be used in the evaluation of applicants, candidates, and/or finalists during an open, competitive hiring process and in a promotional context.*

For Use in Hiring and Promotions	<ul style="list-style-type: none"> <li>❖ Bachelor's degree in public administration, business administration, finance/accounting, or related program.</li> <li>❖ Previous experience as a municipal clerk/treasurer or other comparable clerical or administrative experience in local government including work in general management/administration, fund accounting, financial/accounting management including budgeting, meeting administration and Council or board support, legal compliance, elections, and records management.</li> <li>❖ Previous administrative or office experience (1-2 years) including use of typical computing software (word processing, spreadsheet, etc.).</li> </ul>
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## XI. WORKING CONDITIONS (summary only)

*Includes characteristics related to both the job itself and its work environment.*

Response Time or Reasonable Area Requirement of: NONE	Works in typical office setting including sitting at desk for extended periods of time. Uses many repetitive movements, fine motor skills and hand-eye coordination. Uses near vision, ability to focus, sense of touch, and hearing. Physical demands also include moving around office/building spaces and can involve reaching, pulling/pushing, grasping, twisting/turning, and some kneeling/crouching. Performs some lifting/carrying/moving of objects such as files, file boxes, and copy paper. The noise level in the work environment is usually quiet in the office. Also travels within and outside city to attend meetings, training, and other work-related events. Works outside normal hours including evenings and weekends. Diversified job requiring sustained mental effort related to public contact, organizational issues, planning and technical areas. The incumbent may encounter emotional strain or tension. There is sustained exposure to public contact, sitting, computer keyboards and video screen.
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### Data Practices Notice for City Employees with Restricted Access/Use Privileges

You will have access to privileged data (either private or confidential data on individuals or nonpublic or protected nonpublic data not on individuals) during the course of your employment with the City. You are expected to access and use—with proper safeguards & security measures—only the data necessary to complete specific work duties or work assignments and to do so in full compliance with City policies & procedures and state statutes. You should also take reasonable actions to ensure the data are not viewed or accessed by individuals without a legitimate work reason. Once the work reason to access the data is reasonably finished, you must properly store the privileged data according to the provisions of Minnesota State Statutes, Chapter 13. (NOTE: Refer any questions to the City Clerk/Treasurer.)