



JOB DESCRIPTION

JOB TITLE: City Clerk/Treasurer

DEPARTMENT: Office

IMMEDIATE SUPERVISOR: City Administrator

STATUS: Full-time, 40 hours per week

POSITION SUMMARY: Under the direct supervision of the City Administrator, the City Clerk/Treasurer is responsible for the daily operations of City Hall.

CREATED ON: April 1, 2024

LAST REVISED: April 1, 2024

RESPONSIBILITIES:

These are some of the responsibilities that may be assigned by the City Administrator.

- Utility Billing, including deposits and monthly billing.
- Update and track assessments, including assessment searches.
- Type and post meeting minutes for Zoning Board and City Council meetings.
- Help ensure that all ordinances are enforced.
- Update and maintain city records, including resolutions and ordinances.
- Attend and participate in meetings, as requested.
- Send letters and notices to residents, as requested.
- Communicate with the City Administrator through written reports, personal conversations, and electronic messages.
- Perform other work as required and/or directed.

PREFERRED KNOWLEDGE AND SKILLS:

- Considerable ability to accurately compile and report data, prepare complex reports, and maintain records.
- Considerable ability to plan and organize.
- Considerable ability to use a computer; Microsoft Word and Excel, among other programs.
- Considerable ability of time management.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee will encounter while performing the essential functions of this job.

- Work is light to moderate, requiring sitting for extended periods and variably frequent rising, walking, standing, and bending.

- The position is required to have hand and arm dexterity adequate to allow for extensive use of keyboards.
- Must be able to talk and hear with enough proficiency to allow for communicating by phone or in-person.
- To have enough vision to accommodate frequent viewing of computer screens and printed reports.
- This position requires lifting and/or moving up to 10 pounds frequently and infrequently lifting or moving up to 30 pounds.
- The noise level is usually low to moderate.
- Flexibility to work consistent business hours and be available to return to the office nights for meetings.

The work environment and physical demands described here are representative of those an employee encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The functions, criteria, and qualifications are intended only as an illustration of various types of work performed and are not all-inclusive. The job description does not constitute an employment agreement and is subject to change as the needs of the City and the requirements of the position change. The duties listed here and within are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the City and employee and is subject to change by the City Council as the needs of the City and requirements of the job change.

I understand and accept the responsibilities and standards of the City Clerk/Treasurer position as described.

City Clerk/
Treasurer: _____
Print

Sign

Date

City
Administrator: _____
Print

Sign

Date