

CITY CLERK

City of Chapman

Administration Department

POSITION SUMMARY

Under the direction of the Mayor and Governing Body, the City Clerk is a non-exempt position under FLSA, performing responsible administrative and financial duties. This employee is responsible for attending all council meeting and keeping a true record of the proceedings, keeping records of official acts and attesting them, maintaining correct accounting of all the City's financial affairs and budgeted revenues/expenditures. This employee has a substantial amount of public contact. Work assignments are prescribed in the state statutes and city ordinances and received from the Governing Body. This employee should possess excellent supervisory, financial, organizational, public relations, and communication skills.

ESSENTIAL FUNCTIONS

- Performs all statutory duties;
- Assists the public with concerns and complaints;
- Oversees entries and receipts of city revenue and reviews reports and accounting statements;
- Assists in the preparation of the annual budget;
- Prepares monthly and quarterly reports, taxes, and pay roll;
- Maintains all personnel records and performance reviews;
- Does bank/cash reconciliation of all the city's accounts;
- Attends all city council meetings, prepares the agendas, and records accurate accounts of the proceedings;
- Records official acts and attests them (ordinances/resolutions);
- Oversees the investment of City funds on a monthly basis;
- Prepares and checks special assessment rolls and bonds payments;
- Collects all municipal revenues;
- Prepares necessary reports for the auditor;
- Makes investments for the City's idle funds;
- Prepares notices and other official papers for distribution to the public and newspapers;
- Prepares and issues licenses and permits;
- Coordinates and assists with other departments and agencies as needed or assigned;
- Prepares and audits expenditures for payable including issuing checks;
- Supervises department personnel.

MARGINAL FUNCTIONS

- Maintains ordinances and other official documents and records including the seal of the city;
- Attends other meetings as requested by the Governing Body;
- Assists the City Treasurer;
- Performs other duties as deemed necessary or assigned.

<i>Classification QuickView</i>	
<u>FLSA:</u>	NON-EXEMPT
<u>ADA:</u>	APPLICABLE
<u>FMLA:</u>	ELIGIBLE
<u>OSHA:</u>	
<u>WORKING CONDITIONS:</u>	

POSITION REQUIREMENTS

Experience: One to three years of similar or related experience is required. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within one year of employment.

Education: A high school diploma or GED, an Associate Business degree or minimum equivalent three to five years experience are required. Must also be a Certified Municipal Clerk, or acquire certification within a reasonable time of employment.

Technical Skills: A thorough knowledge of accounting and payroll procedures, office management, finance and investments, federal, state, and municipal bond laws, local government laws, and mathematics is required. This employee must be able to operate computers, printers, calculators, telephone systems, and other office equipment. The ability to prepare reports, memos, agendas, and other documents, to interpret data, and to read and interpret ordinances, financial statements, and other written instructions is required. This employee should possess excellent supervisory, public relation, organizational, and oral and written communication skills.

Problem Solving: Problem solving is a factor in this position. This employee encounters problems with fund balances and implementation of new ordinances.

Decision Making: Independent decision making is a factor in this position. This employee makes decisions about financial recommendations, prioritizing daily work assignments, resolving citizen concerns and complaints, and performing daily duties in an efficient manner.

Supervision: This employee works under the direction of the Governing Body. This employee also has supervisory responsibilities over subordinates.

Financial Accountability: This employee is responsible for the purchase of necessary resources and equipment and does participate in the annual budget process.

Personal Relations: Daily contact with the general public, subordinate personnel, co-workers, and supervisory personnel is expected. Occasional contact with elected or appointed officials and the Governing Body is also expected.

Working Conditions: No adverse working conditions exist within this position. Working in an office setting with a computer is the primary aspect of this position.

Physical Requirements: The ability to express or exchange ideas by means of communication is important in this position. This employee must be able to convey and receive detailed or important instructions from other employees and the general public.

The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.
