

CITY OF NEW AUBURN JOB DESCRIPTION

JOB TITLE:	City Clerk/Treasurer
DEPARTMENT:	Government Administration
EFFECTIVE DATE:	January 15, 2020
FLSA STATUS:	Full-Time, Non-Exempt
HOURS WORKED:	40 Hours/Week, including meetings

DEFINITION:

The duties of the City Clerk/Treasurer shall include the duties of the City Clerk and Treasurer as defined in MN Statutes. The City Clerk/Treasurer of the City of New Auburn is responsible for administrative and supervisory work coordinating and directing City Government Operations; exercising general supervision over all City employees and is responsible for managing the finances and accounting and maintaining the records of the city. The Clerk/Treasurer is also responsible for processing payroll and conducting elections in election years.

MISSION STATEMENT PURPOSE:

To represent the city in a professional manner; to treat residents as valued customers and strive to provide them with services that represent good value and good quality in a timely fashion; to treat fellow employees with respect and consideration; to provide a environmentally friendly place in the community.

SUPERVISION RECEIVED:

Works under the general and technical direction of City Council and Mayor.

SUPERVISORY FUNCTIONS:

Supervises Deputy Clerk and Maintenance Worker.

EQUIPMENT/JOB LOCATION:

This position uses a variety of equipment typical to a traditional office setting. Such equipment may include, but is not limited to, personal computers, scanner, calculator, typewriter, printers, telephones, fax machines, and copy machines.

ESSENTIAL FUNCTIONS OF THE JOB:

Statutory Clerk Duties

- Receives requests, complaints, and information from the public and transmits to staff and/or Council or handles; provides customer service effectively and efficiently to the Citizens of the City of New Auburn and other constituents.
- Ensures public notices, ordinances, and resolutions are prepared and published; provides clerical and logistical support for council meetings; participate in preparation of agendas and attends regular and special Council meetings; oversees minute-taking; and maintains records of minutes, ordinances and resolutions.
- Prepares and files required certifications on budget with the State Auditor's office and ensure records are published in accordance with legal requirements.
- Co-signs, with Mayor, all checks; attests to the Mayor's signature on official documents and maintains corporate seal; and administers oaths of office.
- Assists audit firm with annual audit as well as other auditors; generates reports and presents all financial data required for audit.
- Certifies regular and special assessments to county and oversees the assessment process.
- Oversees and participates in the processing and issuance of City permits & licenses.
- Performs other related duties and responsibilities as assigned by City Council.

Administrative Duties

- Represents the City with agencies including the Office of the State Auditor, MN Revenue, IRS, SSA, PERA, DEED, MDH, MPCA, OSHA, etc.
- Acts as liaison with state and county agencies, City attorney, engineering firm, financial advisors, auditors, building inspection officials, etc.
- Provides administrative and support for the City Council and the various City committees, boards and commissions.
- Directly supervises all City staff.
- Develops and issues administrative rules, policies, and procedures necessary to ensure proper day-to-day functioning of all departments.
- Responsible for assuring compliance with federal and state mandates/reports; interprets and enforces law, ordinances, City policies, and rules.
- Plans, organizes and directs City affairs to ensure a coordinated and efficient effort to meet the goals and objective of the City.
- Researches and prepares recommendations for Council approval on variety of city issues to improve the health, safety or welfare of the city; prepares related reports or oversees their preparation.

Accounting/Finance/Payroll Duties

- Reconciles checking and savings accounts monthly; oversees bank deposits.
- Monitors expenditures and receipts during the year and manages debt management in conformance with generally accepted accounting principals and standards.
- Establishes procedures and formats used for various monthly reports showing the financial condition of the City and budgetary balances.
- Identifies money available to be invested; invest in accordance with state guidelines; reviews security pledging periodically.
- Develops annual budgets; presents budgets to Council for review and adoption; monitors all receipts and expenditures during the year; complies with all reporting requirements.
- Maintain and process federal and state reports, W2's, W4's, 1099's, PERA, Federal/Medicare/SS withholding reports, sales and use tax reports and audits.

- Maintains and processes payroll for City employees, election judges and officials. Processes payroll deductions, payroll reports and records, and employee benefits.

Elections

- Administers local elections in accordance with state and county requirements.
- Directs local elections including preparing ballots and receiving candidate filings; providing supplies for polling places; posting and publishing notices of election; scheduling election judges; coordinating details with county; certifying results for City Council, maintaining election records; etc.

REQUIRED KNOWLEDGE, SKILLS AND ABILITY:

- Good Knowledge of accounting/bookkeeping principles and billing practices.
- Good Knowledge of city services, operations, and departmental policies and practices.
- Good Knowledge of election laws, policies, and procedures and equipment operation.
- Good Knowledge of applicable Federal and State laws, City ordinances, City and departmental policies and procedures, and relevant reference materials.
- General understanding of City Government.
- Ability to comprehend and apply the Open Meeting Law and Data Practices Act.
- Ability to work under limited supervision, efficiently direct the work of others, and perform general clerical work requiring a high degree of accuracy.
- Ability to use computer/keyboard, phone, calculator, two-way radio and other office equipment.
- Ability to conduct research as needed for items such as projects, programs, fire contracts.
- Ability to effectively communicate ideas, explanations, and recommendations, orally and in writing to the public and City Council.
- Ability to maintain appropriate level of discretion with confidential information.
- Ability to organize assignments, prioritize tasks and independently complete work in a timely manner including during stressful situations and under deadlines and frequent interruptions.
- Ability to remain calm when dealing with difficult people/situations and exemplify an enthusiastic, resourceful and effective service attitude.
- Ability to review, classify, categorize, prioritize, and/or analyze data.
- Ability to perform arithmetic computations accurately and quickly.
- Ability to establish and maintain effective working relationships with community groups, commissions, elected officials, employees, and the general public.
- Ability to attend continuing education seminars as deemed necessary by City Council.
- Ability to work beyond normal working hours, evenings.
- Ability to follow instruction both verbal and written.
- Ability to use a computer and various software applications such as word processing, spreadsheet, accounting and database.
- Ability to handle and account for money.
- Ability to accurately complete various reports and submit to appropriate agencies in a timely manner.
- Ability to maintain complete and accurate records and research/analyze data as needed.
- Ability to serve as a notary public within Employer specified time frame.

PHYSICAL DEMANDS:

Work is light to moderate, requiring sitting for extended periods, and variably frequent rising, walking, standing and bending. This position is required to have hand and arm dexterity adequate to allow for extensive use of key boards, to talk and hear with enough proficiency to allow for communicating by phone or in person and to have adequate 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 25 pounds. The noise level is usually low to moderate.

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

MINIMUM QUALIFICATIONS:

- Must be a US Citizen or a Resident Alien and possess a valid Minnesota Driver's License or the ability to obtain within thirty (30) days of employment.
- Preferred minimum associate degree in business management or accounting
- One to three years of accounting/bookkeeping experience.
- Requires some managerial, supervisory, or administrative experience in an office setting.
- Proficiency at reading, interpreting, and communicating procedures and policies.
- Knowledge of laws, rules, and regulations of local, state, and federal requirements.
- Knowledge of office procedures, filing systems, record keeping, and accounting procedures.
- General knowledge of current computer based programs used by the City or the ability to gain proficiency during employee probation period.

DESIERABLE QUALIFICATIONS:

- Bachelor's Degree in accounting, finance, or closely related field.
- Experience working in City Government and with the Public.
- Advanced knowledge of local government and public administration.
- Experience coordinating and financing of varied municipal activities.
- Additional experience or ability in computer word processing, spreadsheet programs, and language skills.
- Accounting background in billing and/or accounts receivable and accounts payable entry.
- Proficient in the use of Microsoft Word, CTAS, Excel and UB Max.

NON-DISCRIMINATION POLICY:

The City of New Auburn will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, sex, disability, age, marital status, sexual orientation, or status with regard to public assistance.

The examples given above are intended only as illustrations of various types of work performed and are not necessarily all-inclusive. The job description does not constitute an employment agreement and is subject to change as the needs of the City and requirements of the position change. The City of New Auburn reserves the right to change and/or eliminate any and all job duties as necessary. This position is subject to a background check and drug and alcohol testing.