**City of Madison**

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| **Department:** | **Administration** |
| **Reports To:** | **City Manager** |
| **Points:** |  |
| **Grade:** |  |
| **FLSA:** | **Non-Exempt** |
| **Bargaining Unit:** | **NA** |
| **Revision Date:** | **November 2019** |

**Job Summary:**

The City Clerk is responsible to carry out the statutory duties of the City Clerk in a home rule charter city and to assist with the administration of City services by performing accounting and administrative duties. The City Clerk is responsible for supervision of the City Hall Business Office and coordination of utility billing, payroll, elections, information technology, accounts payable/ receivables, and serving as assistant to the City Manager. The City Clerk also serves as secretary to the city council with attendance at City Council meetings. Frequent public contact is involved dealing with a wide variety of city matters. The City Clerk reports directly to the City Manager.

**Scope of Impact:**

The City Clerk serves as office manager and supervises the city office employees including Deputy City Clerk-Treasurers, PT Deputy Clerk & Temporary Office Clerks. Work is performed under the general direction of the City Manager and has latitude for independent thinking and making recommendations for policies.

**Essential Duties and Responsibilities:**

* The City Clerk performs statutory duties.
  + Serves as city clerk/secretary to the City Council, boards, commission and committees;
  + Responsible for the publication of notices for meetings, recording minutes, maintenance of records and other duties related to city ordinances and resolutions;
  + Serves as the city clerk for the execution of city documents for the city along with the mayor; attests the Mayor's signature on official documents wherever required and maintains responsibility for the City Seal; acts as notary providing certified copies of proceedings and records of the City upon request;
  + Responsible for the preparation of final copies of minutes, resolutions and ordinances.
* Directly supervises part-time and regular clerical staff.
  + Supervises and evaluates personnel within the office, including performance evaluations;
  + Coordinates training for new employees and ensures that they follow proper procedures;
  + Responsible for establishing staff work schedule;
  + Ensures that the office staff follows appropriate procedures and complies with city policies and general government requirements.
* The City Clerk supervises or performs technical accounting activities.
  + Assists with and maintenance of financial records and annual financial reports;
  + Manages the accounting/billing software and performs updates and resolves function issues;
  + Assists with budget preparation and monitoring of revenues/expenditures;
  + Oversees processing and recording of claims and warrants;
  + Responsible for city utility customer contact and billing to include the updating of account information, meter readings, customer input, shut-off notices, sales tax reports and any other related reporting; manages the energy efficiency rebate program;
  + Oversees entry of payroll information in to accounting system software and distribution of hours to appropriate pay categories for computer processing, payroll and related reports;
  + Assists with preparation of Federal, State accounting and tax reports and prepares payments;
  + Assists with the preparation and maintenance of fire/ambulance billing and accounting systems.
* Provides administrative office services and acts as the city office manager for the business office operations.
  + Prepares form letters, memoranda’s, reports, statements, forms, records and other data supplies by city departments utilizing various types of office equipment and computers;
  + Assists with receptionist duties furnishing information, conducting routine transactions, receiving telephone calls, message taking; and cashier for city/utility payments;
  + Operates city electronic communication system and serves as relay when required for city maintenance personnel;
  + Assists with the city mailing and distribution system to include, distribution, and processing of outgoing correspondence.
* Maintains files and appropriate documentation of bookkeeping and administrative functions in order to satisfy legal requirements.
  + Performs duties relating to records management, ensuring compliance with the State Records Retention Schedule;
  + Serves as the city’s data practices and compliance officer.
* Performs permit issuance and other business transactions for the City.
  + Works with office staff to receive and communicate to appropriate personnel any code violations and complaints;
  + Assists with the applications for, and issuance of, various municipal licenses and permits as authorized by the city council;
  + Assists with the scheduling and use of city buildings and bills/collects appropriate rental fees; notifies building maintenance personnel of building usage requirements.
* Attends City Clerk training meetings and seminars in order to remain current with administrative and election duties and informs the City Manager of new developments.
  + Serves as the primary election manager; oversees the function of public elections and all related processes; receives filings for election; prepares for registration; posts and publishes notices; maintains election supplies and records;
  + Prepares election judge roster and advises election officials as to duties;
  + Communicates election results to county offices for inclusion in the overall tally.
* Serves as an assistant to the City Manager with respect to city general operations and economic development.
  + Acts in the capacity of City Manager as backup for absences;
  + Assists with preparation of economic development proposals;
  + Assists with communications relating to economic development.
* Serves as City Wellness Coordinator.

• Performs other duties and activities as assigned.

**Minimum Qualifications:**

A combination of education and experience equivalent to high school graduation and post-secondary training in bookkeeping/accounting and computer data processing as well as office and secretarial practices, with three or more years of directly related work experience. Education and/or work experiences may be substituted one for the other.

**Desired Qualifications:**

Preferred qualifications include an associate’s degree and three years of municipal experience. A Certified Municipal Clerk of Minnesota is desirable.

**Knowledge, Skills and Abilities Required for Successful Job Performance:**

* Ability to establish and maintain effective working relationships with elected officials, department heads/supervisors, employees, public officials and the public;
* Considerable knowledge of modern office practices, procedures, equipment and standard clerical techniques;
* Knowledge of the functions and responsibilities of City Departments, staff, and key community members;
* Knowledge of public information laws, rules, and regulations applicable to City government;
* Knowledge of the principles and practices of governmental accounting or the ability to acquire such knowledge in a short period of time;
* Knowledge of and ability to operate accounting software and standard office software, including strong Microsoft Office skills sufficient to manipulate data, draft reports and maintain records;
* Ability to analyze and resolve problems;
* The ability to work independently and to prioritize work requests; ability to plan coordinate and prioritize workload to meet project deadlines;
* Verbal and high-level written communication skills sufficient to effectively present information and respond to questions from a wide variety of audiences, and reading comprehension skills sufficient to read, understand and interpret complex and varied work-related materials;
* Knowledge of data privacy laws and ability to maintain highest confidentiality when dealing with sensitive or private information.

**Physical and Mental Requirements:**

Physical effort is light, with lifting or carrying up to 40 pounds intermittently, such as file boxes. Report preparation and word processing will at times require extended use of a keyboard. Work interruptions are frequent. Attention to detail and deadlines is frequent.

**Working Conditions**:

Work is performed in a normal office environment. Attendance at evening meetings is required intermittently. Work may involve dealing with and calming individuals who are emotionally charged over an issue. There is intermittent regional travel (quarterly or less frequent) to attend meetings.

**Some requirements in this job description may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. All requirements are subject to modification to reasonably accommodate individuals with disabilities.**

**Requirements are representative of minimum levels of knowledge, skills, and experience required. To perform this job successfully, the worker must possess the abilities and aptitudes to perform each duty proficiently.**

**This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The City Manager retains the discretion to add duties or change the duties of this position at any time.**