



## CITY CLERK / TREASURER

Department: Administration  
Supervisor: City Administrator  
Pay Grade: 16  
FLSA Status: Exempt

### GENERAL DEFINITION OF WORK

The City Clerk / Treasurer performs specialized and technical work to perform all of the routine tasks associated with accounts payable, accounts receivable, payroll, and human resources. This position is responsible for all statutory clerk and treasurer duties and supervises administrative staff.

### EXEMPT STATUS and HOURS OF WORK

The City Clerk/Treasurer is a full-time exempt position working 40 hours per week. Hours of service will follow the guidelines laid out in the employee handbook.

### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### *Minimum Qualifications*

- High school degree or equivalent
- Three to five years of experience in accounting, financing, human resources or related field
- Valid Minnesota Driver's License

#### *Desired Qualifications*

- Previous experience as a City Clerk or other municipal administration position
- Degree in accounting, financing, human resources or related field
- Experience using an automated accounting system
- Previous experience as a supervisor or benefits administrator

### ESSENTIAL FUNCTIONS

- **Serves as city clerk:** coordinates election process; prepares a variety of reports and submits with payments to appropriate state and federal agency; processes permits and licenses to include liquor licenses; ensures public notices and announcements are prepared and published; provides clerical and logistical support for City Council meetings; participates in the preparation of agendas and information packets; attends, records and takes minutes of City Council meetings.
- **Serves as city treasurer:** participates in the annual audit; assists with annual budget process and makes recommendations where appropriate; assists with the assessment process; and certifies regular and special levies to the County Auditor; reconciles bank accounts and statements, coordinates and participates in accounts payable, accounts receivable, and utility billing; co-signs outgoing checks.
- **Serves as human resources coordinator:** maintains applications and employee files; maintains updates to employee handbook; coordinates and implements the employee benefit plan, disability and leave of absence paperwork, workers comp; termination and unemployment records; files insurance claims and tracks the

workers' comprehensive plan; processes payroll; and submits required payroll and unemployment reporting to state and federal agencies, administers W-2s, W-3s, and 1099s.

- **Provides customer service:** answers and responds to incoming telephone calls and emails; handles requests for public information (with the City Administrator); investigates and responds to citizens questions and complaints; schedules rental facilities; and serves as notary public for city and as a public service.
- Performs other duties and responsibilities as assigned by the City Administrator and City Council, to include, but not limited to, supervision of some office staff.

## KNOWLEDGE, SKILLS AND ABILITIES

It is critical that the City Clerk/Treasurer have strong customer service, bookkeeping, computer and analytical skills. He/She must have the ability to plan, organize, prioritize and multi-task and have the knowledge or the ability to learn: government accounting/bookkeeping, policies, standards, practices, reporting and procedures with the ability to ensure these are done in an accurate and timely manner.

The City Clerk/Treasurer is a supervisory position, thus the ability to lead staff is of the utmost importance. Excellent communication skills, verbally and written, using an appropriate degree of maturity, tact, persuasion, and conflict resolution is required; along with the ability to establish and maintain effective working relationships with a wide variety of groups and individuals.

All positions within the City require the ability to: present a positive and professional image to co-workers and the public and to communicate effectively orally and in writing, understand and apply state and federal laws, City ordinances and policies, safety laws and OSHA standards, attend trainings to update knowledge and maintain required licenses.

This position may be required to work beyond normal hours, evenings and weekends and may be required to travel and attend trainings and meetings within and outside the City.

## PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by a Utility Biller to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Requires employee to mainly work inside and have contact with the public, co-workers and vendors.
- Activities that occur continuously (more than 75% of the time) are: hearing; use of near vision; use of depth perception, accommodation, color vision, and field of vision/peripheral vision.
- Activities that occur frequently (from 25% - 75% of the time) are: bending/stooping; squatting; crouching; crawling; kneeling; twisting; handling; use of left and right feet independently and/or together; talking; and use of smell.
- Activities that occur occasionally (up to 25% of the time) are: pushing; pulling; reaching at, above and/or below shoulder level with both arms together and/or independent of one another; lifting and/or carrying up 30 pounds, use of fingers and hands for repetitive, non-repetitive, or consistent actions; fine manipulating with fingers; and using sense of touch.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties listed above 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.

## CONDITIONS OF EMPLOYMENT

Satisfactory completion of a background examination and other pre-employment requirements as identified in the City's Employee Handbook. All employees must comply with appropriate local, state, and federal safety rules, regulations, and statutes. All employees must comply with organizational and departmental policies.

The duties listed above 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.

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

---

## ACKNOWLEDGEMENT

I, (print name) \_\_\_\_\_, have reviewed this job description and I understand the job duties and responsibilities. I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of the City without it being specifically included in the job description.

I further understand that future performance evaluations are based on my ability to perform the duties and responsibilities outlined in this job description.

I have discussed any questions I may have had about this job description prior to signing this form.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*