

City Clerk-Treasurer

DEFINITION: Directs, manages, supervises, and coordinates the programs and activities of the City Clerk-Treasurer's Office. Manages the registers and papers belonging to the City and keeps an accurate record of all proceedings of the City Council. Acts as Treasurer for the City and completes all required financial statements and budget forms. Performs the statutory duties of the City Clerk and Treasurer.

DISTINGUISHING CHARACTERISTICS: This class represents the full working level legal class in the City. Incumbents are expected to exercise independent judgment in carrying out assignments.

ESSENTIAL FUNCTIONS: (Performance of these functions is the reason the job exists. *Assigned job tasks/duties are not limited to the essential functions*).

1. Assumes management responsibility for all services and activities of the City Clerk-Treasurer's Office including maintaining custody of official records and archives of the City and coordinating public notifications; develops and implements city-wide records management procedures; and, reviews records retention and disposition schedule for all City departments.
2. Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends and administers policies and procedures.
3. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within City policy, appropriate service and staffing levels.
4. Plans, directs, coordinates, and reviews the work plan for the City Office; assigns work activities, projects, and programs; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems.
5. Selects, trains, motivates, and evaluates City Office personnel; provides or coordinates staff training; works with employees to correct deficiencies and implement discipline and termination procedures.
6. Oversees and participates in the development and administration of the City Office budget; directs the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments.
7. Prepares and submits the annual City Budget and other required financial reports to the Nevada Department of Taxation.
8. Maintains all City financial records and provides all information required for the annual City Audit.
9. Receives and processes formal petitions relating to affidavits of candidacy, campaign contribution and expenditure reports, financial

- disclosure statements, initiatives, referendums, or recalls; examines and certifies results; receives and processes petitions relating to matters pertaining to the City.
10. Maintains custody of official records and archives of the City including ordinances, resolutions, contracts, agreements, deeds, insurance documents, and minutes; certifies copies as required.
 11. Coordinates and conducts city elections; prepares election booklet and all forms necessary for candidates to run for office; researches election laws.
 12. Receives and files claims and lawsuits against the City; serves as appeals officer for protest and approval petitions, and work card appeals; prepares and certifies information and/or provides disposition.
 13. Provides official notification to the public regarding public hearings including legal advertising of notices.
 14. Prepares reports or other correspondence as appropriate and necessary.
 15. Attests, publishes, indexes and files ordinances and resolutions.
 16. Serves as liaison for the City Office with other City departments, divisions, and outside agencies; negotiates and resolves sensitive and controversial issues.
 17. Responds to and resolves difficult and sensitive citizen inquiries and complaints.

QUALIFICATIONS FOR EMPLOYMENT:

Knowledge and Ability:

Knowledge of

- operational characteristics, services, and activities of a City Office;
- management skills to analyze programs, policies, and operational needs;
- principles and practices of program development and administration;
- principles and practices of municipal budget preparation and administration;
- principles of supervision, training, and performance evaluation;
- election laws and procedures;
- political reform requirements;
- principles and practices of records management and micrographic operations;
- business English, spelling, and arithmetic;
- principles and methods of report writing;
- Bookkeeping and financial records maintenance;
- modern office procedures of records management including records retention laws; and
- pertinent federal, state, and local laws, codes, and regulations.

Ability to

- manage, direct, and coordinate the work of lower level staff;
- select, supervise, train, and evaluate staff;
- oversee and direct the operations, services and activities of the City Office;
- develop and administer an efficient records management system;
- comply with all posting and publication guidelines of the Nevada Open Meeting Law;
- coordinate municipal elections;
- prepare and administer complex budgets;
- prepare clear and concise administrative and financial reports;
- develop and administer program goals, objectives, and procedures;
- analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals;
- research, analyze, and evaluate new service delivery methods and techniques;
- interpret and apply federal, state, and local policies, laws, and regulations;
- efficiently learn new computer software programs;
- communicate clearly and concisely, both orally and in writing; and
- establish and maintain effective working relationships with those contacted in the course of work.

Special Requirements: Possession of, or ability to obtain, an appropriate, valid Notary Public License preferred. Possession of, or ability to obtain, an appropriate, valid Certified Municipal Clerk Certification preferred.

Experience and Training: *Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is:*

Equivalent to a Bachelor's degree from an accredited college or university with major course work in business or public administration, or a related field **OR** six years of increasingly responsible managerial, supervisory, or administrative experience in the fields of records management, office management, or a related field, preferably in municipal government, two years of which included administrative and supervisory experience. A strong background in accounting and Microsoft Office is necessary for this position.

PHYSICAL AND MENTAL/INTELLECTUAL REQUIREMENTS: *The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.*

Strength, dexterity, coordination, and vision to use keyboard and video display terminal for prolonged periods. Strength and stamina to bend, stoop, sit, and stand for long periods of time. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of files, stacks of paper or reports, references, and other materials. Some reaching for items above and below desk level. Some reaching, bending, squatting, and stooping to access files and records is necessary. The manual dexterity and cognitive ability to operate a personal computer using word processing and databases. Light lifting (up to 25 pounds) is occasionally required. Vision to read printed materials. Hearing and speech to communicate in person or over a radio or telephone.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals are encouraged to discuss potential accommodations with the employer.

WORKING CONDITIONS: *Work is performed under the following conditions.*

Position functions indoors in an office type environment where most work is performed at a desk. Position may occasionally be required to travel by car to pick up or deliver material. Environment is generally clean with limited exposure to conditions such as dust, fumes, noise, or odors. Frequent interruptions to planned work activities occur.

FLSA Status: Exempt

11/4/20

I have read and understand this explanation and job description.

Signature: _____ Date: _____