

CITY OF WINNEMUCCA

# HELP WANTED

## CITY CLERK/TREASURER

The City of Winnemucca desires to fill its Clerk/Treasurer position, which operates under policy direction of the Mayor, City Council, and City Manager. The Clerk/Treasurer prepares all financial statements and records; developing procedures for financial control; directs and manages the City Clerk department; performs the statutory duties of City Clerk including attendance and written/audio recordation of Council meetings and legal processing of documents; updating and posting required documents to City website; month-end financing processing up to and including bank reconciliations-journal entries-reporting; cash investments; cross-training in payroll, accounts payable, water-sewer billing; and performs other duties as assigned. This position is appointed by the Mayor with the advice and consent of the City Council in accordance with applicable sections of the N.R.S.

The salary range effective **July 1, 2012 is \$63,038 to \$82,000** annually (depending on the qualifications of the applicant). NOTE: Selection of the available family health insurance option would result in a lower salary range than shown above. Benefits include annual vacation and sick leave accrual, employer paid PERS, employee paid health-dental-vision-life insurance.

Applicants must have the ability to analyze and interpret fiscal and accounting records and data; establish and maintain working relationships with subordinates, staff, government agencies, and public; devise and implement accounting and record keeping procedures; make oral and written presentations regarding technical matters; and efficiently operate Microsoft Word and Excel programs.

Applicants that are familiar with governmental accounting standards; state law applicable to financial activities of municipalities; financial information systems and procedures; state law pertaining to payroll administration, licensing and elections; federal laws pertaining to employment administration; principles and practices of management and supervision; financial planning; and budgetary practices are preferred.

Applicants with a college degree in business or related field and three years of experience in management or governmental accounting or any combination of training and/or experience that could likely provide the desired knowledge and abilities are preferred.

Applications and job descriptions are available at the City Clerk's Office, 90 West Fourth Street, Winnemucca, Nevada 89445. Please submit the completed application and resume to the attention of the City Manager/Engineer. Applications will be accepted until 5:00 pm March 1, 2013.

## 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 performs the statutory duties of the City Clerk. Completes all required financial statements and budget forms.

**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.

**EXAMPLES OF DUTIES:** The duties listed below are examples of the work typically performed by an employee in this position. An employee may not be assigned all duties listed and may be assigned duties which are not listed below.

1. Assumes management responsibility for all services and activities of the City Clerk'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 Clerk's 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 Clerk's 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 Clerk's 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. 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.
  12. Performs ceremonial functions.
  13. Prepares reports or other correspondence as appropriate and necessary.
  14. Coordinates and conducts city elections; prepares election booklet and all forms necessary for candidates to run for office; researches election laws.
  15. Provides official notification to the public regarding public hearings including legal advertising of notices.
  16. Attests, publishes, indexes and files ordinances and resolutions.
  17. Serves as liaison for the City Clerk's Office with other city departments, divisions, and outside agencies; negotiates and resolves sensitive and controversial issues.
  18. Responds to and resolves difficult and sensitive citizen inquiries and complaints.
  19. Performs related duties and responsibilities as required.

## **QUALIFICATIONS FOR EMPLOYMENT:**

### **Knowledge and Ability:**

#### *Knowledge of*

- operational characteristics, services, and activities of a City Clerk's 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;
- modern office procedures of records management including records retention laws; and
- pertinent federal, state, and local laws, codes, and regulations.
- Bookkeeping and financial records maintenance

### *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 Clerk's 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;
- develop and administer program goals, objectives, and procedures;
- prepare and administer complex budgets;
- prepare clear and concise administrative and financial reports;
- 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;
- 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 public administration, or a related field **AND** 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.

**PHYSICAL 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 and stamina to sit at a desk; vision to read reports, financial data, and maps; hearing and speech to communicate in person or over the telephone; strength and stamina to drive long distances and to perform occasional light lifting, reaching, bending, and standing for long periods.

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 who have been offered employment are encouraged to discuss potential accommodations with the employer.

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

Generally clean work environment with limited exposure to conditions such as dust, fumes, odors, or noise; periodic contact with angry and upset individuals; frequent interruptions of planned work activities by telephone calls, office visitors, and response to unplanned events.

**FLSA Status:** Exempt

January 2010