JOB DESCRIPTION: CITY CLERK
DEPARTMENT: GENERAL FUND - CITY HALL

EEO Function:	
EEO Category:	Professional
Status:	Exempt – Appointed
Pay Type:	Salary
Position Number:	100-150-02
Total Pages:	6

I. Chain of Command / Reports To:

City Administrator
Mayor and City Council

II. Job Summary:

Provides professional and confidential administrative support to the City Administrator, Mayor, City Council, and other members of city management as required. Prepares records such as agendas, notices, minutes, and resolutions for meetings, and distributes materials in accordance with the law. This position requires strong communication skills; as well as organizational and project coordination skills. Requires the ability to work well with all levels of management, staff, and the public. This position requires a high degree of adaptability. Incumbent with be faced with a variety of duties and responsibilities on a day-to-day basis and will be expected to manage these appropriately. Demonstrates good judgment and professional behavior at all times. Normally receives little instruction on daily work and general instructions on newly introduced assignments.

Manages, and oversees the daily activities and operations of the finances of the City including financial reporting, accounting, payroll, budget preparation, treasury function, debt administration, revenue management, court services, and purchasing; advises and updates the City Administrator, Mayor, and City Council on financial matters. This position also assists in the preparation of general accounting practices and day-to-day business operations; as well as, other related duties as assigned.

III. Essential Duties and Functions:

- Handles confidential files and materials.
- Assists the City Administrator and Mayor with the preparation of the Council minutes, agendas, and supporting materials including public notification and distribution of agenda packages.
- Posts all Notices of Public Hearings.
- Prepares and maintains Council proceedings, minutes, and actions.
- Performs follow-up activities resulting from Council meetings, including transcribing and distributing minutes, and ensuring that resolutions and ordinances are in proper format and notarized.
- Assists with the preparation of resolutions, ordinances, referendums, charter amendments, and other related documents.
- Serves as the custodian for the City Seal, official records, and ensures that the City is in compliance with record retention.
- Maintains the City Municipal Code.
- Acts as Election Superintendent and coordinates, administers, and closes all municipal elections.
- Maintains all necessary training and certifications as an election official, as required by the State of Georgia.
- Monitors contracts and other agreements ensuring that they are signed and recorded in a timely manner.
- Assists with the filing of annexations.
- Maintains files for City appointments to boards and committees.
- Serves as Financial Officer for Campaign Disclosure Forms and Statements of Economic Interest as permitted by law.
- Coordinates and oversees the City's open records and ensures compliance with related procedures.
- Receives and processes through the City Attorney all legal claims and lawsuits against the City. Keeps the City Administrator, Mayor, and Council aware of all pending and active actions.
- Assists the City Administrator with reports and research projects.
- Assists with public relations activities.
- Maintains the calendars of Mayor and Council as requested.
- Works with the Assistant City Clerk to process various expenses.
- Assists with the scheduling of training and travel arrangements for appointed boards, the City Administrator, and elected officials.
- Serves on various committees, as appointed.

- Assists the City Administrator, Mayor, and Council with clerical support.
- Acts as the daily human resources manager and assists the City Administrator with employment and employee related duties.
- Manages and participates in the development and administration of the City budget.
- Recommends the preparing of and implementing of budgetary adjustments, as necessary.
- Oversees the annual fiscal year audit and participates in the review of the results of the annual audit with external auditors.
- Coordinates finance activities with those of other departments and outside agencies and organizations.
- Presents reports to the City Administrator, Mayor, and City Council and various committees and commissions regarding the City financial matters.
- Processes and distributes payments; answers payment inquiries from vendors; follows up on and resolves related problems.
- Reviews completed documentation for accuracy of coding and completeness of information.
- Conducts and provides direction to others in the allocation of costs to projects and capital facilities for the purpose of developing overhead and billing rates.
- Monitors and ensures timely payment of all mandated state and federal payroll taxes, process payments for automatic deposits, deferred compensation, and other benefit plan payments.
- Reviews invoices and supporting documentation for proper authorization and conformance to requirements; pays invoices through the City's financial accounting system.
- Serves as the City's liaison with financial institutes.
- Oversees transfers to cover bond and debt payments.
- Performs other duties as assigned.

IV. Knowledge, Skills, and Abilities:

- Knowledge and understanding of the City Charter.
- Knowledge and understanding of municipal filing requirements and records management procedures.
- Knowledge of the Georgia Open Records Act.
- Advanced knowledge of Microsoft Word, Excel, PowerPoint, and Outlook.
- Ability to use City software as intended.

- Ability to maintain confidentiality.
- Ability to maintain good moral turpitude.
- Ability to correctly interpret and apply City policies.
- Ability to maintain and organize City documents.
- Knowledge of Generally Accepted Accounting Principles (GAAP); governmental accounting; budgeting practices.
- Knowledge of municipal accounting and auditing including enterprise funds.
- Knowledge of accounts payable standards.
- Ability to prepare and review financial documents.
- Ability to present financial documents.
- Ability to operate a variety of office equipment (phones, fax, printers, computer, etc.)
- Ability to proof documents for accuracy and completeness.
- Ability to coordinate and conduct complex, multi-phase projects and programs.
- Ability to facilitate group participation and consensus building.
- Skill in understanding and following oral and written instructions.
- Skill in establishing and maintaining effective working relationships with City employees and the public.
- Ability to pass drug testing as noted in the City Personnel Policy.

V. Licenses and Certifications Required

- Notary Public Certification from the State of Georgia
- Must meet State law (O.C.G.A. sections 36-1-24 and 36-45-20)
- Georgia Municipal Election Training and applicable certifications

VI. Qualifications

- A Bachelor's degree from an accredited college or university with major course work in political science, public administration, business administration, communications, law, or related field.
- Five (5) years of progressively responsible experience performing professional administrative support and complex administrative duties.
- Possession of Georgia Municipal Clerk is highly desired.
- Experience in municipal government is highly desired.
- No felony convictions.
- Ability to work evenings, weekends, and holidays as required.

VII. Physical Requirements

While performing the duties of this job, the employee is regularly required to use hand to finger, handle, or feel; reach with hands and arms; and communicate effectively in writing and verbally. The employee is required to stand, walk, or sit for extended periods of time and use a computer keyboard and mouse. The employee is occasionally required to stoop, kneel, or crouch. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. Occasionally lift and/or move up to 35 pounds.

VIII. Working Conditions

This position works in an office environment, however, some duties may require work outdoors at city events or in emergencies. While performing essential duties of the job, employee works in an environment under constant deadlines, and may be exposed to dust, cleaning fumes, and works around office equipment. The noise level in the work environment may be moderate to loud. Minimum staffing for City Hall is two employees at all times. The work schedule is Monday – Friday 8 am – 5 pm with a one hour lunch break at 11 am, 12 pm, or 1 pm. Two paid 15-minute personal breaks are also permitted with one being in the morning and one in the afternoon. Breaks lasting longer than 30 minutes are unpaid and employees will not be permitted to perform any work for the City during breaks. Additional work hours and after hours schedules may be assigned based on the needs of the City.

Some travel may be required.

IX. Supervisory Controls / Responsibility

May provide lead work direction to subordinates and guidance to other employees, providing assistance on assigned projects.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills

required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

City Clerk Job Description

Adopted and Approved:

Date: 9/16/2014

Mayor:
Robert Bridges

City Administrator:
Steve Martin

Personnel Committee:
Betty Lyle

Gayle Steed

Hattie Thrasher