

# City Clerk

Administration Department

## ***POSITION SUMMARY***

Under the direction of the City Administrator, the City Clerk is an exempt position under FLSA. This position is responsible for the accounting functions, and cash and investment management. This employee completes various reports for the citizens of Marion. Overseeing the maintenance of official City records, and assisting citizens are also responsibilities of this employee. This employee should possess excellent organizational, communication, mathematical and public relation skills.

## ***ESSENTIAL FUNCTIONS***

- Maintains day-to-day review of city's financial position, including ensuring that all city monies deposited in a financial institution are secured with proper pledged securities, assists with budget preparation;
- Maintains control of all municipal, fiscal, and legal records, including all fiscal records for auditing purposes, municipal documents, bond issues, and transfer payments on bonds;
- Monitors operating procedures, data processing, and reviews monthly statements, receipts, and expenditures to ensure adherence to city budget;
- Maintains and reconciles banking accounts and investments;
- Prepares monthly, quarterly, and annual financial statements;
- Maintains personnel records including employee benefits, leave records, evaluations and serves as plan administrator for the city's health insurance and designated agent for KPERS;
- Prepares payroll, processes checks, direct deposits and electronic tax payments;
- Oversees the maintenance of accounts payable process by reviewing invoices, approving purchase orders and checks and verifying fund balances.
- Administers oaths of office to relevant elected and appointed officials;
- Attends all meetings, assists in agenda preparation, records official transactions and proceedings of council meetings, and ensures compliance with the Kansas Open Meetings Act;
- *Furnishes information to the public via open records act requests in accordance with the Kansas Open Records Act;*
- Assists the City Administrator in the performance of his respective duties;
- Prepares a variety of studies, reports, and related information for decision-making purposes;
- Fields questions, concerns, and complaints from the general public;

- Prepares and maintains records of City Council meetings, assists in preparing City Council agendas, maintains corporate seal of the City of Marion, provides statutory signatory authority as required, and provides for proper authorization and publishing of City ordinances.;
- Follows departmental policies and procedures

### ***MARGINAL FUNCTIONS***

- Maintain special assessment records;
- Oversees the maintenance of trade licenses, pet licenses, records of active city boards, and accounts receivable;
- Knowledgeable of sales tax issues;
- Serves as Bond Compliance Officer;
- Installs program updates on computer system;
- Maintain an open line of communication between city personnel;
- Performs other duties as deemed necessary or assigned;

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### ***CITY CLERK***

#### ***POSITION REQUIREMENTS***

**Experience:** Four to six years of experience in municipal accounting and investment/cash management required. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six months to one year of employment.

**Education:** A high school diploma or GED is required. A technical degree or some college credits is preferred.

**Technical Skills:** A thorough knowledge of governmental accounting procedures and principles, municipal budgeting, office management, and a working knowledge of computers are required. The ability to analyze financial information and to prepare reports and memorandums is also required. This employee should possess excellent supervisory, public relations, organizational, oral and written communications skills.

**Problem Solving:** Independent problem solving is a factor in this position. This employee encounters problems with personnel issues, citizen concerns and complaints, and various computer and software problems.

**Decision Making:** Independent decision making is a factor in this position. This employee makes

decisions about budget fund codes, investment of City funds, prioritizing daily work assignments, and performing daily duties in the most efficient manner.

**Supervision:** This employee works under the supervision of the City Administrator and exercises supervision over subordinate personnel.

**Financial Accountability:** This employee is responsible for department equipment and resources. This employee is required to be bonded and does have the authority to purchase necessary equipment and supplies for the City. This employee does participate in the annual budget process.

**Personal Relations:** Daily contact with the general public; subordinate personnel, supervisory personnel, and the City Council is expected.

**Working Conditions:** No adverse working conditions exist within this position. Working in an office setting with a computer is the primary aspect of this position.

**Physical Requirements:** Physical activity associated with working in an office setting is required to perform the daily duties of this position.

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The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

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THIS JOB DESCRIPTION WAS LAST UPDATED ON OCTOBER 14, 2013