

# City of Demopolis

## JOB DESCRIPTION

Job Title: City Clerk

Department: Administration

FLSA:

Grade:

Job Description Prepared: April 22, 2010

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

### Relationships

Reports to: Mayor, City Council

Subordinate Staff: Payroll and Benefits Clerk/Human Resources; Accounting Revenue Officer; Accounts Payable and Zoning Administrator

Other Internal Contacts: All City Department Heads and Administrative Assistants

External Contacts: General Public; CDBG; Contracted Services; Insurance and Worker's Compensation Companies; Media Sources; Alabama League of Municipalities; Other Cities; City Attorney; Architects; Technology and Communication Companies; Federal and State Governmental Agencies; Auditors; Financial Institutions

### Job Summary

Under the supervision of the Mayor, the employee serves as the custodian of municipal records and funds. The employee is responsible for preparing, maintaining, and attesting to the official records of action taken by the Mayor and City Council in regular and special called meetings. Employee manages municipal elections and serves in an administrative capacity to the Mayor and City Council. The employee is required to exercise initiative and judgment in planning and

executing work, subject to legal requirements and general policies established by the Mayor and City Council. The employee supervises City Hall employees.

### Job Domains

#### **A. City Clerk**

1. Serves as clerk to the Mayor and City Council; prepares the agenda for all City Council meetings and work sessions; attends all meetings; notifies Council, public, and media of all meetings; takes and prepares meeting minutes; publishes all notices; maintains permanent copies for city records.
2. Maintains custody of the rules, ordinances, and resolutions of the City Council and keeps a record of those adopted.
3. Reviews all claims or liens against the City; forwards claims to the City Attorney and insurance carrier.
4. Directs the compilation, revision, and publication of municipal codes.
5. Secures and allocates all funds received by the city; invests city funds; coordinates banking services with local financial institutions; approves all invoices prior to payment to determine legality; disburses funds appropriately; approves and signs all checks.
6. Performs accounting tasks such as balancing bank statements, tracking expenditures, managing petty cash and other funds of responsibility.
7. Authenticates documents evidencing City Council actions; certifies copies of official municipal documents; maintains custody of the official city seal.
8. Arranges travel for the Mayor and City Council.
9. Establish and maintain effective working relationships with other Department and City employees, officials from the state and other municipalities and the public.
10. Issues and records municipal tags and secures titles for all city vehicles; ensures that all municipal property is properly insured.
11. Attends classes for Municipal Clerk Certification on bi-annual basis; attends workshops, seminars and conventions to stay up to date on new laws and to increase knowledge of city government and operations.
12. Verifies and corrects official statements on bond issues; initiates payments and prepares reports and schedules relating to bond issues and debts.
13. Prepares and maintains schedule of all public meetings and notice of same to ensure compliance with Alabama Open Meetings Act.
14. Researches, maintains and distributes City and State Codes.
15. Serves as liaison for the citizens of the community; answers their questions and process requests for information in a courteous

and timely manner.

## **B. Management and Supervision**

1. Supervises employees within the Administration Department; supervises the overall daily operations of the City Clerk's Office; including supervising the administrative functions of collecting revenues, handling cash and reports; handling the financial transactions of the city; directing and evaluating assigned staff; addressing employee concerns and problems, directing work; counseling employees and completing performance evaluations.
2. Administers oaths.
3. Takes affidavits.
4. Implements accounting requirements for approved grants; creates and maintains grant files and records; gathers financial data and prepares financial reports for grants.
5. Supervises the collection of all city taxes, permits, licenses, and other receivables; enforces and ensures compliance with the city's business licenses, ordinances, and sales, use, rental, lodging, and tobacco taxes; administers the collection of municipal taxes with contracted agency; reviews accounts for local audit approvals; assists in the collection of delinquent taxes of local vendors.
6. Maintains city records; ensures that records are accurate and current and that confidentiality is not breached; performs searches of municipal records as required; secures permission from the Department of Archives to purge old records; approves review of records for public inspection or agency use.
7. Responsible for supervision, direction, task training, cross training of tasks for assigned staff.

## **C. Elections**

1. Serves as Chief Election Official on a quadrennial basis and for all special city elections; publishes notices in the newspaper.
2. Coordinates facility use for elections with Probate Judge and appropriate county election officials.
3. Coordinates selection and approval of voting centers and voting districts boundaries with the City Attorney, City Planning Committee and U.S. Justice Department as mandated by law.
4. Advises candidates of legal requirements and obligations.
5. Certifies qualifications of candidates; receives candidates' statement of economic interests and forwards to State Ethics Commission

- within five days of qualification.
6. Certifies voter lists; selects election officials for council approval.
  7. Ensures absentee ballots are counted according to regulations.
  8. Schedules and trains poll workers.
  9. Prepares and updates district voter lists.
  10. Ensures elections supplies are at each polling location.
  12. Conducts site visits of polling places to ensure regulations are followed.
  13. Schedules and plans city council meeting to certify results.
  14. Coordinates run-off elections as necessary

**D. Treasurer**

1. Serves as City Treasurer.
2. Prepares budget figures and documents; administers the city's budget.
3. Prepares and interprets city financial statements; prepares information and documents for auditors; prepares and issues monthly financial reports to the Mayor, City Council and Department Heads.
4. Serves as custodian of and maintains inventory of all city assets.

**Knowledge, Skills and Abilities**

(\* Can be acquired on the job)

1. \*Knowledge of City policies, procedures, and guidelines.
2. \*Knowledge of functions of City Clerk.
3. Knowledge of procedures, rules, and regulations of the office of City Clerk, including those defined in the Code of Alabama.
4. Ability to communicate effectively with the public, public officials, supervisors and colleagues in a positive and professional manner.
5. Ability to communicate with other City departments/offices, and other governmental agencies to affect sound and effective solutions to their issues and concerns.
6. Skills in use of computer and software functions.
7. Ability to prepare accurate and comprehensive records and reports.
8. Ability to plan, organize, coordinate, and supervise the activities performed in accomplishment of the work effort.
9. Able to consistently work effectively with subordinates, peers, and immediate supervisors.
10. Ability to understand and implement oral and written instructions.

11. Ability to prioritize work and complete work and projects in a timely manner.
12. Ability to supervise the work of subordinate employees.
13. Integrity, ingenuity and inventiveness in the performance of assigned tasks.

### Minimum Qualifications

1. Possession of a bachelor's degree in accounting, finance, business, or related field from an accredited institution or higher education; **OR** must have at least five (5) years of comparable work experience in a governmental or business environment.
2. Must have at least two (2) years experience in a supervisory position
3. Must be able to obtain certification as a Certified Municipal Clerk (CMC) within three (3) years of employment.
4. Must be able to obtain certification as a Master Municipal Clerk (MMC) after six (6) subsequent years.
5. CPA license preferred.
6. Possession of a current Alabama drivers's license.

### Work Environment

The work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated and ventilated.

### Physical Demands

The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as papers, books, small parts; driving an automobile, etc. No special physical demands are required to perform the work.