

CITY OF PLAINFIELD

City Clerk/Treasurer Job Description

Position: City Clerk/Treasurer

Supervises: None

Department: Financial Administration

Reports to: City Council/Mayor

POSITION SUMMARY

City Clerk/Treasurer serves as the official recorder and custodian of all governmental books and documents of the City of Plainfield. The City Clerk/Treasurer provides a variety of administrative functions required under Chapter 18 and 19 of the Plainfield City Code. Performs administrative and supervisory tasks, requiring accuracy, proficiency, confidentiality and limited independent judgment. The City Clerk/Treasurer is responsible for recordkeeping, publication of the minutes, issuance of licenses and permits, notification of appointees, the custody and records of funds, record of receipts and disbursements, deposit of funds, reconciliation, utility billing, and payroll preparation. The City Clerk/Treasurer is also accountable for ensuring compliance with all applicable local, state, and federal rules and regulations as well as performing other duties in accordance with general instruction and directives of the City Council.

ESSENTIAL JOB DUTIES

- Maintains City Financial accounting system; verifies that transactions are properly supported and in accordance with established laws, regulations, and policies; maintains complete sets of accounts including subsidiary, general ledger, budgeting, and control accounts; makes appropriate entries and prepares necessary reports relating to account status; prepares various federal and state reports.
- Pays all claims from appropriate funds; issues warrants; transfers funds as required; operates software in the process of maintaining financial records and ledgers; and orders all supplies for City Hall and some departments.
- Issues licenses and permits according to established procedures; lists all permits and licenses to be submitted for City Council approval.
- Processes employment forms and completes processing of new personnel ensuring all employees provide appropriate documentation of citizenship and have signed Federal and State withholding forms. Processes time sheets into computer and maintains payroll time sheets files, processes payroll checks, makes or changes ledgers for each employee; balances payroll in its entirety and by individual account; makes claim to the appropriate fund; and prepares monthly, quarterly, and/or annual related reports as required for Federal and State withholding, Iowa Public Retirement System (IPERS), social security, and unemployment, etc. Prepares workers compensation reports.
- Processes claims against the City by forwarding them to the City liability insurance carrier and/or City Attorney, coordinates insurance processing for general liability and workers compensation.
- Receives bids for municipal construction contracts and assists with bid openings.

- Maintains separate records on all grants and projects which includes completing proper reports and returning them to the appropriate officials; transferring money to appropriate funds, making all payments from appropriate funds as required; and maintaining separate ledgers for each grant or project.
- Keeps a record of all appointments made by the City Council and Mayor; notifies all persons of such appointments and the time of taking office.
- Accepts payment for bills and fees; issues bills for work performed; replies in person, by telephone or by correspondence to inquiries from visitors and callers; supplies general information on City policies and procedures; refers more specific inquiries to the appropriate official.
- Affixes the City seal to those documents or instruments which by law or ordinance are required to be attested by affixing of the seal, or as directed by the Council.
- Prepares consolidated expenditures, budgets of all City activities and prepares periodic reports of budgetary statistics for the Mayor, the City Council, and departments during the course of the year.
- Administers oath of office to any City officer who is required to give an oath.
- Supervises operation of City Hall.
- Supervises the City's financial procedures; prepares the annual City budget and budget amendments; submits monthly reports to the Council on current expenditures, etc. Implements directives and orders as set forth by the City Council.
- Maintains all records or documents in which the City is a party unless otherwise specified by law or ordinance.
- Files all communications and petitions directed to the Council or City generally and shall endorse thereon the action of Council taken on the matters presented in such communication and petitions.
- Attends all City Council meetings; keeps permanent record of proceedings; affixes signature to council resolutions, ordinances, and other legal documents; causes to be published all ordinances and amendments; publishes notice of public hearings, maintains all City records as required by law.
- Invests idle City funds as may be set forth by the City Council and the City's Investment Policy.

INCIDENTAL JOB DUTIES

Other duties as assigned by the City Council.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

The individual must possess the following knowledge, skills and abilities or be able to explain and demonstrate that the individual can safely perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skill and abilities.

- Thorough knowledge of municipal clerk and treasurer operations, methods, practices, and techniques.
- Thorough knowledge of basic and intermediate accounting principles and procedures.
- Knowledge of governmental fund accounting and related systems and procedures.
- Knowledge of modern office procedures.
- Knowledge of State laws affecting the operation and administration of City activities.
- Ability to command clear and concise oral and written instructions to employees as well as carry out oral and written instructions.
- Ability to manage multiply projects with limited personnel and resources.
- Ability to apply accounting principals to the maintenance of fiscal and accounting records.
- Ability to interpret and apply related governmental fiscal laws and regulations to a variety of financial transactions.

- Ability to operate financial and utility billing software.
- Ability to prepare monthly and special financial reports.
- Ability to establish and maintain effective working relationships with the Mayor, City Council, employees, and the general public.

ENTRY REQUIREMENTS

Education/Training: The City Clerk/Treasurer position requires a minimum of an associate's degree from an accredited college, university, or equivalent.

or

Work Experience: A minimum of three years' work experience in City Clerk and/or Treasurer operations.

or

An equivalent combination of education, training, and experience that provides the knowledge, skills, and abilities necessary to perform the essential functions of the position.

Required certifications: Successfully complete the Municipal Clerk's Institute with the requirement of achieving the status as an Iowa Certified Municipal Clerk & Certified Municipal Finance Officer within three years of hire.

Other testing required: Successfully pass an oral interview, pre-employment physical, and background check as part of the employment selection process.

Selection Guidelines: Formal application, rating of education and experience, oral interview and reference check. Job related tests may also be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.

HOURS OF WORK

Generally, up to 30 hours a week, with set office hours of 8:00 am to 3:00 pm, Monday, Wednesday, and Friday; as well as one evening a month. Start and finish times may vary dependent on assignment. May be required to work additional hours or to change hours with minimal notice and to be available to respond to emergencies. May be required to work weekends and evenings due to emergency situations.

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1. Marginal functions of the position that are incidental to the performance of essential job duties have been excluded from this job description.
 2. All requirements are subject to possible modification to reasonably accommodate qualified individuals with disabilities. Prospective employee and incumbents are encouraged to discuss possible accommodations with the City Council.

3. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee in the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.
4. The City Council reserves the right to change or reassign job duties or combine positions at any time.

Hire Date: _____

Employee Signature

Date

Mayor Signature

Date