

CITY OF LOVELOCK JOB DESCRIPTION

Department: City Clerks Office
Reports to: Mayor/City Council
FLSA Status: Exempt

Classification:
Date Council Approved: 11/18/08
Created: November 2008
Last Revised: 3/19

CITY CLERK/TREASURER

DEFINITION

Under policy direction of the Mayor and City Council, performs the statutory duties of City Clerk including attending and recording City Council meetings and legal processing of documents; acts as chief financial officer preparing financial statements and records and developing procedures for financial control; directs and manages the City Clerk department; and, performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS

This position is appointed by the Mayor with the advice and consent of the City Council in accordance with Nevada law.

ESSENTIAL FUNCTIONS: (Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions).

1. Manages and coordinates all operations and functions of the finance department including accounts payable, payroll, tax and revenue collection, license and permit issuance, utility billing and city investments; responds to customer complaints and inquiries; establishes department policies, goals and objectives.
2. Reviews and processes accounts payable for payment, checking for compliance with applicable budget, accounting and other regulations; organizes, prepares and codes invoices; sets up new vendor files and updates vendor lists; prepares checks for signature.
3. Prepares and interprets financial results; reconciles asset and liability accounts to source documents; performs fund analysis of expense and revenue accounts; prepares monthly and periodic financial statements for submission to City Council; compiles annual financial statement; prepares special financial reports as necessary or requested.
4. Manages and assists in preparation of city budget; provides expenditure data to department heads to assist them in compiling their budgets; prepares budget for revenues and other funds not related to particular departments; prepares department budget; compiles and prepares budget for submission to the Department of Taxation.

5. Attends City Council meetings; is responsible for the minutes at the City Council meetings; oversees the preparation of the agenda and meeting minutes; provides advice as necessary; maintains the records of City Council proceedings.
6. Administers, coordinates and reports on city elections according to statute; coordinates with the County Clerk to carry out the city election.
7. Administers city's liability insurance program; reviews and researches claims against the city; ensures collateralization of investments; prepares annual and periodic reports to the IRS and Department of Taxation; develops, coordinates, and maintains policies and procedures for financial control.
8. Maintains and oversees all city permanent records; maintains city's confidential personnel files; oversees dissemination of employee benefit information; provides orientation for new city employee's regarding benefits, salaries and employee resource manual; assists new employees in the completion of personnel forms.
9. Answers telephone and directs phone calls; runs errands including transmittal of bank deposit and mail; assists public and other departments or agencies, in person and by telephone, by answering inquiries related to department records, services and programs; explains rules, policies and procedures; explains proper use and completion of forms and documents.
10. Assists the City Council and those selected to interview new staff within the city administrative office.
11. Supervises city administrative staff; determines staffing needs; hires, terminates, trains, schedules, evaluates and implements disciplinary action if appropriate, with consent of Mayor to assigned staff.
12. Reviews citywide policies for potential financial or fiscal impact and disseminate information to the appropriate parties; oversees grant administration.
13. Maintains all office equipment, lease agreements and responsible for ordering of supplies and equipment for clerk's office.
14. Follows all safety rules and procedure.

EMPLOYMENT STANDARDS

Knowledge of:

Governmental accounting standards; state laws applicable to financial activities of municipalities; financial information systems and procedures; principles and practices of management and supervision; budgetary practices; financial planning; cash management; data processing systems; computer systems and computer system upgrades; basic elements of English usage, grammar, spelling and punctuation;

operation of basic office equipment; proper business procedures and telephone etiquette.

Ability to:

Analyze and interpret fiscal and accounting records and data; ability to interpret and apply city ordinances, rules and regulations; 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; work with data processing systems; computer systems and computer system upgrades; travel away from duty station for training and/or meetings.

Education and Experience:

Graduation from high school or possession of G.E.D. and four years of experience in accounting or related field and three years of experience at a professional level in governmental accounting or any combination of training and/or experience that could likely provide the desired knowledge and abilities.

Special Requirements:

A valid Nevada driver's license for equipment to be operated.

Physical and Mental Requirements

Level A1: Basically an indoor desk job. The job may require traveling by car. Physical demands include occasional light lifting, walking, some bending, stooping and squatting. Environment is generally clean with limited exposure to conditions such as dust, fumes, odors or noise. Ability to appropriately handle stress and interact with others including supervisors, coworkers, members of the public, and others. The ability to interact professionally, communicate effectively, and exchange information accurately.

Employees Acknowledgment: I acknowledge that I have read the above job description and have received a copy for my records.

Employee's Signature

Date Signed