

POSITION TITLE: Deputy City Clerk/Treasurer
POSITION REPORTS TO: City Clerk/Treasurer, City Council

DESCRIPTION

The Deputy City Clerk/Treasurer serves in a similar capacity as the City Clerk/Treasurer but will focus on Utility Account Management and Building Permit/Zoning Administration.

This position is responsible for performing a variety of functions which involve maintaining various city finances and related records. Activities may include supervising personnel, office management practices, record keeping, licensing, elected official support, and financial management.

ESSENTIAL FUNCTIONS

The Deputy City Clerk assists in maintaining all official City documents according to statutory requirements. Attend City Council Meetings and help to facilitate the keeping of a record of its proceedings (minutes) and its ordinances and resolutions.

Responds to the Planning Commission regarding questions relating to zoning and subdivisions. Coordinate with the Commission Chairperson to develop meeting agendas and acts as recording secretary to transcribe meetings and maintain Commission records.

Accepts and processes building permit applications in Iworq and works directly with all inspectors to facilitate the procedures needed to comply with statutes, city ordinances and requirements.

Responsible for accounts receivable invoicing, completes the preparation of utility billing, including water, sewer and garbage. Monitors delinquent collections and files special assessments as directed by the City Council. Initiates electronic fund transfer request for utility receipts and oversees the PayPort program for online payments. Provides annual calculation of customer sewer usage fees; annual pet licensing, and ordering and distributing annual garbage tags as needed. Will be first contact for answering phone calls, citizen inquiries, processing incoming and out-going mail, and works with staff to order supplies, and maintains all accounts payable invoices and packing slips.

Assist in the maintenance of documentation and record receipts for: all accounts payable and receivable including bonds, loans, property taxes, occupation taxes and keno funds; preparation of the annual Budget and Audit in cooperation with the City Accountant; subsequent filing of reports as required by county, state, and federal agencies.

Responsible for the maintenance and updating of the City's web page and Facebook account and other duties as the situation requires.

EDUCATION, TRAINING, LICENSE, CERTIFICATION AND EXPERIENCE

Graduation from high school, including or supplemented by course work in office management practices and procedures; considerable experience in office and record keeping work including experience in an administrative and/or supervisory capacity; or any equivalent combination of training and experience that provides the following knowledge, skills, and abilities.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the policies and practices of the City of Bennet relating to public records, Code of Ordinances, and relevant state statutes. Considerable knowledge of office management practices and procedures, including record keeping methods and practices, records retention schedules, office

functions, regulations, and procedures; and the functions, structure, and operating routines of municipal government.

Ability to direct and coordinate the work of others; to train employees in work methods; to prioritize and delegate work and to meet multiple deadlines.

Ability to establish and maintain effective working relationships with employees, appointed and elected officials, vendors, and the public.

Ability to communicate effectively, both orally and in writing; to perform a variety of office assignments requiring considerable exercise of independent judgment.

Ability to learn and utilize computer software packages necessary to perform the job along with related hardware. Must be proficient in QuickBooks, Microsoft Office; Word/Excel/Outlook.

Ability to maintain confidentiality with personnel files, and customer account information.

Valid Nebraska Motor vehicle license is required and must be insurable under the City vehicle liability policy.

WORKING CONDITIONS

Work is performed primarily in an office setting with normal conditions of heat, humidity, fumes, odors, or dust. Work involves considerable public contact. Must be able to move boxes of records and to maintain vault.

Outdoor activity is required in the inspection of properties for building and zoning, and compliance with nuisance abatement, health codes, and minimum housing codes.

EQUIPMENT OPERATION

Ability to operate office equipment such as personal computer, laptop, calculator, adding machine, copier and printers, fax machine, scanner, telephone/messaging system, and willing to learn the operation of utility meter reading equipment.