

**CITY OF STAPLETON
JOB DESCRIPTION**

JOB TITLE: City Clerk

DEPARTMENT: City Administration

SUPERVISOR: Reports directly to the Mayor and City Council

JOB SUMMARY: Serves a clerk to the Mayor and Council and manages the City's business office. City Clerk duties include preparing for and managing the function of all Council meetings; recording actions in public meetings in accordance with the laws of the State of Georgia and parliamentary procedures; maintaining public records. Responsibilities include bill preparation and collection of property taxes and business licenses; qualifying candidates for elections; overseeing the accounting, budgeting, and cash management. Duties are performed independently under the general supervision of the Mayor. This position is also responsible for the overall administration of the finances and for coordinating all financial activities of the City as directed by the Mayor.

MAJOR DUTIES:

Performs administrative duties associated with the Administration Department.

- Attends all regular and special meetings of Mayor and City Council; provides financial and project updates at City Council meetings.
- Receives and responds to requests for information from the Mayor and City Council, citizens and the general public.
- Ensures that City Hall office is operational during approved posted operational hours.
- Maintains all policies of insurance.
- Creates and distributes water bills on a monthly basis.
- Monitors and schedules utility disconnects as needed.
- Maintains meter reading book.
- Collects and processes utility payments and property tax payments.
- Serves as liaison with City's attorney, accountants, auditors, and other professional representatives as directed.
- Issues and processes Business Licenses (Occupation Tax Certificates) and Alcohol licenses.
- Issues and processes Building Permits
- Notifies County Tax Assessor of all building permits issued.
- Researches and processes liability claims at the direction of the Mayor and City Council.
- Orders all office and election supplies as needed.
- Maintains office work area in a safe, neat and orderly manner at all times.
- Completes and maintains various reports required by Federal and State Agencies.

Serves a City Clerk on behalf of the City.

- Maintains ordinances and resolution on behalf of the City.
- Receives candidate applications and qualifying fees for public offices.
- Implements and maintains the City's records management system.
- Prepares all required reports and attends all required meetings at the direction of the Mayor and City Council.
- Preserves, controls, inventories and monitors all public records and archives of the City.
- Coordinates and prepares agenda for City Council meetings.
- Assembles and distributes council packets for all council meetings.
- Records and prepares minutes of all public meetings.
- Notifies the news media of scheduled public meetings.

Serves as Clerk of Municipal Court.

- Prepares and maintains dockets using computer software.
- Maintains accountability of all Uniform Traffic Citations.

- Receives payment of fines paid at the time of court.
- Maintains all court records.
- Maintains Contract with Probation Company.
- Maintains Electronic Court System.
- Processes and remits traffic fine assessment fees to various agencies as required by Georgia law.
- Files all required reports with the Department of Motor Vehicles in a timely manner.

Oversees the financial activities of the City.

- Serves as City treasurer; performs all financial and accounting transactions on behalf of the City; reviews monthly financial reports; oversees invoices and processes checks.
- Maintains current and accurate balance of the general ledger.
- Prepares a comprehensive financial report and monthly financial statement.
- Directs purchasing for the City as directed by Mayor and City Council.
- Maintains and manages daily operations of the finances including cash receipts, accounts payable/receivable, bank reconciliation, financial reports, bank deposits and posting of funds.
- Processes employee payroll and all related payroll taxes.
- Works closely with the City Auditor to prepare annual city audit; assists external auditors by providing needed data and by responding to inquiries in the course of or at completion of the audit.
- Assists with calculation of tax millage rates for property in the City.

Engages in a variety of professional development activities.

- Attends seminars and workshops related to City Clerk's duties and responsibilities.
- Attends continuing education classes to obtain/maintain certified municipal clerk status.
- Attends State Election training and Ethics training classes.
- Attends Municipal Court Clerk training classes.

Performs other duties as assigned.

- Acts as custodian of the City Seal and affixes its impression on documents whenever required.

KNOWLEDGE AND SKILL REQUIRED BY THE POSITION:

- Knowledge of standard policies, City ordinances, procedures, programs and services in municipal government.
- Knowledge of administrative functions of a municipality including personnel, purchasing and financial management.
- Knowledge of the laws of the State of Georgia, the Georgia Open Records Act, practices and procedures relating to public records and public meetings in local government.
- Knowledge of business English and math.
- Knowledge of modern office practices, equipment and procedures.
- Knowledge of government finance, personnel, purchasing practices in local government.
- Knowledge of parliamentary procedures in Robert's Rules of Order.
- Knowledge of the election codes of the State of Georgia.
- Skill in effectively communicating, both orally and in writing.
- Skill in establishing and maintaining effective working relationships with elected officials, City employees, the general public, business and community leaders.
- Skill in managing competing priorities on multiple projects.
- Skill in using typewriter, personal computer, including word processing, spreadsheet and data base software, calculator, telephone, copy machine and fax machine.
- Skill in recording and transcribing minutes of public meetings.
- Skill in comprehending, analyzing and explaining of adopted codes, ordinances and policies that relate to City operations and programs.
- Skill in objectively reviewing, analyzing requests submitted by citizens and properly directing their request to the appropriate authority.
- Skill in researching and analyzing detailed information, records and statistical data.

- Skill in preparing clear, concise and accurate documents.
- Skill in managing stressful situations.

MINIMUM QUALIFICATIONS:

- Ability to communicate in the English Language.
- Knowledge and level of competency commonly associated with the completion of a high school diploma or its equivalent.
- Three years of progressively responsible experience in municipal government administration.
- Possession of State of Georgia certification of a municipal clerk preferred; however, certification may be initiated upon assuming the duties of this classification.
- Must be able to manage multiple items at the same time; organize and prioritize tasks; and meet recurring and period time constraints; must be able to maintain confidentiality.
- Must be bondable by a surety company.
- Certification as a notary public must be obtained after appointment to this position.
- Possession of valid State of Georgia Driver's License (Class C) and a satisfactory Motor Vehicle Record (MVR) not to exceed three violations in two years.

PHYSICAL DEMANDS: The work is typically performed while sitting, standing, walking, bending, crouching or stooping. Employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT: The work is performed in an office or computer room

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position has direct responsibility over subordinates with the Administrative Department.

FLSA STATUS: This position is covered by the provisions of the Fair Labor Standards Act.

The City of Stapleton is an EO/AA/ADA Employer

Stapleton is committed to complying fully with the Americans with Disabilities Act and to ensure equal opportunity for all qualified persons with disabilities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions of the position.

NOTICE: The above is intended to describe the general content of the requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. This description does not constitute a written or implied contract of employment.