

City Administrator/Clerk/Treasurer  
Job Description

JOB TITLE: City Administrator/Clerk/Treasurer  
REPORTS TO: City Council

LAST UPDATED: September 28, 2015

### **DESCRIPTION OF WORK**

General Statement of Duties: Performs responsible administrative and supervisory work coordinating and directing City government operations; and performs related duties as required.

Supervision Received: Works under the administrative oversight of the City Council, City Commissions, Committees, and Proctor Economic Development Authority.

Supervision Exercised: Exercises general and administrative supervision over all City employees either directly or through subordinate supervisors. Provides technical work direction and oversight to City/PUC Accountant.

### **TYPICAL DUTIES PERFORMED**

The listed examples may not include all duties performed by all positions in this class.

Plans, organizes, and directs City affairs to ensure a coordinated and efficient effort to meet the goals and objectives of the City.

Oversees and coordinates the administration of all departments in City government including personnel, equipment, and facilities to ensure prompt and adequate service is provided to the citizens.

Supervises all City and liquor store staff directly or indirectly through subordinate supervisors; interviews and recommends hiring; conducts, supervises and/or reviews performance reviews; rewards and disciplines; determines staffing needs; and recommends pay increases.

Develops and issues administrative rules, policies, and procedures necessary to ensure proper day to day functioning of all departments.

Drafts City resolutions and policies for Council approval.

Interprets and enforces laws, ordinances, policies, and rules.

Oversees all personnel policies and actions; acts as personnel officer for the City; acts as final authority on personnel actions subject to Council approval on disciplinary action, hiring, and

dismissal. Acts as City's Human Rights Officer. Serves on City Personnel Committee. Maintains personnel files.

Serves as City's public information representative; prepares news releases; develop and discuss public relations materials with all concerned as required. Maintain good public relations with general public.

Jointly prepares the annual general fund and all other funds (exclusive of Public Utilities Fund), budgets and capital improvement plans; submits to the City Council; obtains input from department heads and City Accountant, jointly monitors budget with City Accountant. Maintains financial records, process claims and warrants.

Reviews all City bills lists, signs accounts payable checks.

Reviews and approves City supervisor's time sheets, and reviews all payroll reports

Identifies money available to be invested: invests in accordance with state guidelines; reviews security pledging periodically.

Assists outside auditing firm with annual audit.

Provides financial information for and completes grant applications, and comprehensive plan modification.

Works with Planning/Zoning Commission on researching, update, etc., Planning/Zoning/Clerk issues. Attends and provides staff support for Planning/Zoning Commission. Represents Proctor on our wetlands Technical Panel.

Ensures timely payment of bonds and maintains bond payment records.

Maintains Liquor Control Division forms, processes liquor license applications.

Supervises the preparation of special assessment rolls and assessment searched and the maintenance of records and files.

Advises on release of information in accordance with data privacy statutes. Acts as City's Data Privacy Officer.

Prepares Council agendas, Planning & Zoning Commission agendas, PEDA agendas, committee meeting agendas and other necessary paperwork for meetings, supervises the organization and maintenance records of minutes, ordinances and resolutions.

Arranges, publishes and posts notices of meetings, ordinances, bids as required by law.

Attests the Mayor's signature on official documents wherever required; maintains responsibility for City seal.

Provides certified copies of proceedings and records of the City upon request and administers oaths.

Directs local elections including preparing ballots and receiving candidate filings; providing supplies for polling places; posting and publishing notices of elections, coordinating details with County, provides election day support, certifying results for Council etc.

Selects, schedules, trains and advises election judges and maintains election records and files.

Oversees applications and approval for home occupation, towing, liquor on-sale licenses; ensures certificates of insurance are obtained.

Reviews, signs annual financial report for Fire Department Relief Association. Serves as a board member of Fire Relief Association.

May attend Clerk's institute and conferences to ensure City has up-to-date information on laws, rulings, trends, and professional practices with Council approval.

Completes census reports and ensures process is followed.

Recommends changes to sewer rates with input from the City Working Street Foreman and City Accountant.

Attends and participates in all Council meetings and other meetings with official bodies including the City Attorney as directed by the Council.

Researches and prepares recommendations for Council approval on a variety of City issues to improve the health, safety, or welfare of the City; prepares related reports or oversees their preparation.

Prepares and analyzes bids for products and services; selects firms or individuals to provide products and services; executes or recommends execution of contracts to Council for approval. Coordinates and oversees the work of consultants and contractors hired by the City.

Represents the City with other governmental agencies and officials.

Determines possible solutions to problems and presents alternatives for review by the City Council.

Monitors operations to ensure compliance with applicable laws, regulations, rules, policy, and ordinances.

Evaluates potential projects, programs, and services to determine feasibility and community impact and makes recommendations to the Council.

Meets with the public to provide information, obtain input, and resolve concerns and issues.

Makes recommendations for expenditures of funds for major or unanticipated purchases for the General, Sewer and Liquor Funds.

Negotiates labor contracts for Council approval.

Coordinates insurance matters, including employee group programs.

Perform all duties required of him by ordinances or resolutions adopted by Council or according to other government statutes.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Considerable knowledge of laws, rules, and regulations applicable to City government (including election laws).

Considerable knowledge of budgeting, accounting, government financing, and investment practices and procedures.

Considerable knowledge of government processes, services, economic development, planning, and zoning.

Considerable knowledge of management principles and practices as they apply to public sector management.

Considerable ability to communicate effectively and establish effective working relationships with elected officials, staff, and other public officials, and the public including making formal presentations.

Considerable ability to supervise staff, delegate and oversee staff.

Considerable ability to plan and analyze City operations; develop alternatives; and determine the costs, advantages, and disadvantages of various alternatives.

Considerable ability to research and prepare accurate and thorough reports.

Considerable ability to perform mathematical calculations, to analyze data, and to prepare reports.

Considerable ability to prioritize City needs, to coordinate City departmental operations and services, and to allocate resources effectively.

Considerable knowledge of accounting, payroll and billing practices and procedures.

Considerable working knowledge of City ordinances, resolutions and policies.

Considerable knowledge of modern office practices, procedures, and equipment including computer hardware and software packages.

Considerable ability to keep accurate and complete records and files.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree in public administration, political science, community development, business, finance, or a related field and three years of public sector administrative experience; or a bachelor's degree in one of the above areas and five years of public sector professional experience. A master's degree in one of the above fields may substitute for two years of the required experience.