

# POSITION DESCRIPTION

City of Monett

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**JOB TITLE:** City Clerk/Treasurer

**DEPARTMENT:** Administration

**SALARY RANGE:** Payroll – Level 12

**IMMEDIATE SUPERVISOR:** City Council

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## ESSENTIAL FUNCTIONS

- I. Official Record Keeping Activities 50% of Time
- A. Takes full set of minutes at the Council meetings, for City Councils and Commissions assuring that a thorough and accurate record is obtained and assuring for compliance with all applicable rules and laws.
  - B. Prepared notes for secretarial transcription. Completes transcribed minutes and submits to another individual for proofreading. Assures for accuracy.
  - C. Distributes minutes at Council meeting for approval and enters into “permanent book” assuring for accuracy and timeliness.
  - D. After ordinances and/or resolutions are approved by the Council, attests as being true and exact.
  - E. Copies appropriate ordinances and makes a determination regarding those to be included in the City Code Book.
  - F. Maintains various records including contracts, easements, deeds, and other documents requiring City certification assuring for permanency, accuracy for audit purposes.
  - G. Prepares ballots, and certifies ballots to County Clerk.
  - H. Presides over opening of all City bids and makes the appropriate recording as required by state law. Administrates the official Oaths of Office.

- I. Participates in the process of moving funds, recommending investments, and assists as needed assuring for accuracy.
- J. Manages retirement and medical insurance benefits for all employees. Assists with accounts payables. Assures for accuracy and for professionalism.

II. Supervisory Activities 15% of Time

- A. Conducts an orientation to the job for all new employees assigned to area. Monitors performance and provides appropriate coaching and judging as needed.
- B. Monitors performance and provides appropriate coaching and judging as needed.
- C. Evaluates and recommends (at the conclusion of the probation period, and on an ongoing basis) employee for continued employment.
- D. Provides ongoing supervision and acts as a role model for all employees assuring professionalism.
- E. Provides ongoing corrective action for employees in need assuring professionalism.
- F. Ensures that employees received the necessary training they require to complete the duties of their jobs.
- G. Deals with the public in a professional and courteous manner.
- H. Responds to requests by immediate supervisor in an accurate, complete and timely manner.
- I. Allows and required subordinates to perform their jobs with appropriate levels of supervision.

III. Policy Clarification and Budget Activities 15% of Time

- A. Maintains an awareness of all City policies, ordinances, and practices assuring for thoroughness and accuracy.

- B. Answers questions, provides clarification to citizens, staff, and supervisors regarding City policies, ordinances, and practices as needed or requested assuring for courtesy, professionalism and the best possible PR.
- C. Assists in making the decision for a practice to become formalized and drafted into an ordinance assuring for compliance with State Statutes.
- D. Prepares the budget in accordance with the standards established assuring for timeliness and accuracy.
- E. Provides/explains the details of the budget as needed assuring for accuracy.
- F. Provides details if budget variances occur and assists in bringing operations into compliance with budget as needed.

IV. Commissioner Related Activities 30% of Time

- A. Meets and confers with Council members and Mayor.
- B. Responds to Council requests and concerns assuring for accuracy and timeliness.
- C. Prepares Council packets for upcoming meetings assuring for completeness.
- D. Prepares all legal notices for Council related matters.
- E. Attends all Planning & Zoning Meetings. Coordinates legal postings and takes minutes assuring for accuracy.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying 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; subject to reasonable accommodations.

## **WORK ENVIRONMENT**

- ◆ Average accessibility of all work sites required for the position.
- ◆ Average exposure to weather and temperature extremes.
- ◆ Average exposure to chemicals and fumes.
- ◆ Average exposure to heights.
- ◆ Average exposure to work safety hazards.
- ◆ Average amount of overtime/extended work hours required.
- ◆ Average exposure to dust.
- ◆ Average exposure to loud noises.
- ◆ Average exposure to darkness.
- ◆ Average exposure to cramped spaces.

## **PHYSICAL EFFORT**

- ◆ Normal physical mobility: movement from place to place on the job, considering distance and speed.
- ◆ Normal physical agility: ability to maneuver body while in place.
- ◆ Normal physical strength to handle routine office materials and tools.
- ◆ Normal physical strength to handle 40 lb. objects, considering frequency.
- ◆ Normal dexterity of hands and fingers.
- ◆ Normal physical balance: ability to maintain balance and physical control.
- ◆ Normal coordination, including eye/hand, hand/foot, etc.
- ◆ Normal endurance.

## **KNOWLEDGE REQUIREMENTS**

- ◆ Completed High School Diploma or equivalent; college degree accounting and management preferred.
- ◆ Proficiency with office equipment and computer.
- ◆ Ability to work courteously with people in person and on the phone.
- ◆ Familiarity with research practices.
- ◆ Knowledge of accounting.

## **MENTAL EFFORT**

- ◆ Above Normal concentration/intensity: prolonged mental effort with limited opportunity for breaks.
- ◆ Above Average memory, considering the amount and type of information.
- ◆ Above-Normal complexity of decision making.
- ◆ Above-Normal time pressure of decision making.
- ◆ Above-Normal analytical thinking.
- ◆ Above-Normal conceptual thinking.

## **COMMUNICATION**

- ◆ Above-Average verbal communication.
- ◆ Above-Average written communication.
- ◆ Above-Average non-verbal communication

## **SENSORY ABILITIES**

- ◆ Normal ability to see.
- ◆ Normal ability to distinguish colors.
- ◆ Normal ability to hear.
- ◆ Normal ability to smell.
- ◆ Normal sense of touch