

POSITION DESCRIPTION

City of Monett

Monjob2

JOB TITLE: Deputy City Clerk/Human Resources

DEPARTMENT: Administration

SALARY RANGE: Payroll – Level 10

IMMEDIATE SUPERVISOR: City Clerk & City Council

ESSENTIAL FUNCTIONS

I. Official Record Keeping and Human Resources Activities 50% of Time

- A. In City Clerk's absence, 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. In City Clerk's absence, prepares notes for secretarial transcription. Completes transcribed minutes and submits to another individual for proofreading. Assures for accuracy.
- C. In City Clerk's absence, distributes minutes at Council meeting for approval and enters into "permanent book" assuring for accuracy and timeliness.
- D. In City Clerk's absence, after ordinances and/or resolutions are approved by the Council, attests as being true and exact.
- E. In City Clerk's absence, presides over opening of all City bids and makes the appropriate recording as required by State law.
- F. In City Clerk's absence, administrates the official Oaths of Office.
- G. Maintains an awareness of all personnel policies and provides answers and clarification as requested assuring for accuracy and professionalism.
- H. Administers all new hire paperwork and other activities associated with getting new hires onto city systems. Maintains personnel files assuring for accuracy.

- I. Manages payroll process including collecting payroll records, entering them into system, generates checks assuring for accuracy and timeliness.
- J. Generates all personnel related quarterly reports assuring for accuracy and timeliness.
- K. Conducts a reconciliation on the various accounts assuring for accuracy. Maintains and balances general ledger assuring for accuracy and timeliness. Assists with accounts payable assuring for accuracy and timeliness.
- L. Responds to requests by immediate supervisor in an accurate, professional, complete, and timely manner.

II. Supervisory Activities 5% of Time

- A. Assists with orientation to the job for all new employees assigned to area.
- B. Provides ongoing supervision and acts as a role model for all employees assuring professionalism.
- C. Deals with the public in a professional and courteous manner.
- D. Responds to requests by immediate supervisor in an accurate, complete and timely manner.

III. Policy Clarification Activities 20% 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.

IV. Commissioner Related Activities

25% of Time

- A. Meets and confers with Council members and mayor.
- B. Responds to Council requests and concerns assuring for accuracy and timeliness.
- C. In the absence of City Clerk, prepares Council packets for upcoming meetings assuring for completeness.
- D. In the absence of City Clerk, 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.
- ◆ Above 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.
- ◆ Proficiency with office equipment and computer.
- ◆ Ability to work courteously with people in person and on the phone.
- ◆ Knowledge of accounting and personnel matters.

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

