**CITY OF ETNA JOB DESCRIPTION**

**CITY CLERK**

Supervise and participate in the maintenance of official City documents and records

Maintenance of City financial records including income and expenditure, departmental budget, and special assessment records

Bank deposits, bank reconciliations and transfers

Collection of utility charges, taxes, license fees, and other revenues

Preparation of payroll and the processing of checks for payment

Preparation of quarterly and annual tax returns

Revenue and expenditure account reconciliation

Monthly financial reports for City Council, showing income, expenditures, and current financial position

Financial and statistical reports required by outside agencies

Review, report and manage vehicle, property, equipment, liability, and workers compensation insurance

Preparation of City Council meeting agendas, supporting documents and materials

Coordinate follow up action on council meeting action items with other departments

Provide leadership and direction in multiple settings where parties with different interests may become adversarial and facilitate solutions agreeable to both parties

Develop and implement internal work procedures to ensure regulatory compliance and consistent, quality services that achieve departmental goals

Scheduling of City facilities

Provide support to City committees, ensure compliance and reporting of decisions and outcomes

Maintaining all City Clerk’s office equipment, so that it is functional and clean at all times

Compiles income and expenditure estimates

Assists in preparing the annual budget

Audits expenditures to ensure they are within budget

Assists in the preparation of grant requests; administers grants, supervises grant administration by others, assists in procurement of contractors, assists in preparation of contract for outside grant administrator, supervises annual monitoring of outside grant administrator, supervises review process for all financial records and payment requests of and from outside grant administrator, facilitates public hearings

Manage and maintain HCD Community Development Grant loans. Ensure timely invoicing, payment and reporting to HUD and Council.

Receives and responds to citizen requests, inquires and complaints

Distribute public correspondence and ensure that municipal records are accessible to the public.

Receives and responds to correspondence

Records and drafts minutes of City Council meetings

Posts meeting notices as required by law

Maintains City code book; advertises the maintenance of City records and documents; maintains custody of City seal; executes, attests or certifies to official documents

Prepares, processes, records, files, posts and publishes ordinances and resolutions

Coordinate and conduct City elections and ensure compliance with election laws

Performs additional duties as required by pertinent Ordinances and government codes

Receive and file claims and lawsuits filed against the City; prepare and certify information and provide deposition

Gives monthly Department report at regular City Council meeting

Serve as a liaison for the City Clerk’s Office with other City departments and negotiate and resolve departmental issues

Lead or assist with the implementation of improved business processes and solutions

Maintains and distributes Employee Handbook

Manages personnel records and training schedules

Manage and maintain employee benefits including retirement and health insurance plans

Maintains “service calendar” and brings required items to attention of Council and Staff in a timely manner

Maintains property and equipment inventory for all City departments

Supervises the clerical staff and prioritizes direction of workload for proper management of City Clerk’s office

Develops and maintains education plan for self and staff

Manage I.T., website and social media accounts

Maintain and manage Licensing, Building Permits, Planning Applications, Zoning and Variance requests.

**Educational Requirements**

The incumbent shall possess the skills required to effectively communicate both verbally and in writing as well as perform complex financial operations such as fund-based accounting and payroll calculations.