



City Clerk Administration

ADM/2

JOB SUMMARY

This position is responsible for providing support to the City Manager, Mayor and City Council, and for coordinating the city's administrative functions.

MAJOR DUTIES

- Plans, organizes and directs department operations; supervises the work of assigned personnel.
- Supervises the city's human resource, accounts payable, occupational tax, and municipal tax operations.
- Prepares quarterly and annual federal, state and social security tax reports.
- Reports monthly, quarterly and annual sales taxes.
- Maintains city financial records.
- Balances bank statements and supervises deposits.
- Directs the collection of city funds.
- Reviews invoices for accuracy and completeness.
- Assists with annual audits.
- Generates and distributes W-2s and 1099s.
- Serves as the official custodian of city records and documents.
- Records and preserves official meeting minutes.
- Receives legal service of papers.
- Ensures ordinances are codified.
- Signs, certifies, indexes and preserves city ordinances, resolutions, contracts, and reports; maintains related files.
- Coordinates the storage of records and implements records retention schedules.
- Maintains cemetery records.
- Performs other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of record management principles.
- Knowledge of budget development and management principles.
- Knowledge of modern office principles and practices.
- Knowledge of generally accepted accounting principles.
- Knowledge of computers and job related software programs.
- Skill in planning, organizing, directing and coordinating the work of personnel.
- Skill in the analysis of problems and the development and implementation of solutions.
- Skill in the preparation of clear and precise administrative reports.
- Skill in preparing and administering budgets.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The City Manager assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

GUIDELINES

Guidelines include the City of West Point Code of Ordinances and other local, state and federal laws. These guidelines require judgment, selection and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied administrative and supervisory duties. The variety of tasks to be performed contributes to the complexity of the position.
- The purpose of this position is to supervise the administrative operations of the city government. Success in this position contributes to the efficiency and effectiveness of city operations.

CONTACTS

- Contacts are typically with co-workers, other city employees, elected and appointed officials, vendors, customers, and members of the general public.
- Contacts are typically to provide services; to give or exchange information; to resolve problems; or to motivate or influence persons.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Finance and Personnel Technician (1), and Customer Service Representative (3).

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.