



CITY OF VICTOR Job Description

Elected City Clerk/Treasurer

Department: Administration

FLSA Status: Part-time Elected Position is not covered by FLSA and includes no benefits

Hours: 15 per Week

Rate of Pay: \$25.00/Hr.

Mission: It is the mission of the City Clerk/Treasurer's office to record, integrate, preserve, protect and disseminate City information; to collect and provide licensing and permitting services; to conduct election services pursuant to applicable law, and to provide board and commission support, in an efficient, effective and ethical manner. The office's clients include elected officials, candidates, members of the public and City staff. The office is committed to innovative processes, information management, and continued preservation of the City's history.

CORE COMPETENCIES:

*Customer Service

- Work is performed with attention to detail and personal pride in the outcome
- Respectful of diversity among staff, locals, and visitors
- Interacts with the public in a positive manner
- Interacts with co-workers, staff, and vendors in a positive manner
- Displays a professional and proficient demeanor while working
- Deals patiently, efficiently, and effectively with citizen complaints and questions
- Demonstrates ability to structure work and set priorities to meet deadlines
- Develops ways to improve quality, efficiency and effectiveness
- Demonstrates initiative in identifying problems and developing and implementing solutions
- Solicits input and feedback and incorporates appropriately
- Maintains technical job knowledge

*Teamwork

- Establishes and maintains effective, courteous and cooperative working relationships
- Willingly and cooperatively collaborates with all other City departments as needed
- Does not disparage staff to other staff or the public
- Observes chain of command
- Resolves conflicts in a positive manner
- Asks for help when necessary
- Fills in for co-worker absences

*Communication

- Maintains composure and self-control
- Displays an open and approachable manner
- Takes the time to respond to questions and concerns in a courteous, tactful, and helpful manner
- Demonstrates understanding of when to check with City Administrator on non-standard customer requests
- Speaks and writes clearly and concisely, presents ideas and facts logically and coherently

Demonstrates listening skills

***Work Ethic**

Complies with Council Policies and Codes

Shows up on time

Maintains workspace in a professional manner

Utilizes time and resources efficiently and effectively

Looks for ways to improve operations and discusses with City Administrator or Council

Represents the City in a positive manner

Works to get the job completed when necessary

Demonstrates ability to problem-solve unexpected situations

Adapts to and incorporates changing priorities and methodologies

***Job Duties:**

1. City Council Scheduling
 - a. In cooperation with City Administrator schedule all Council Meetings, Council Worksessions, Budget sessions, etc
 - b. Post notices of public meetings relative to City Council in a timely manner
 - c. Keep web-based calendar up to date with these meetings and other important city government calendar dates such as city hall closings, holidays, etc.
 - d. Keep City Council advised of any scheduling changes
2. City Council Meetings
 - a. In cooperation with City Administrator, complete agenda for each City Council meeting by Monday the week of the meeting
 - b. Post agenda at official posting places & on the Web
 - c. Email agenda to "agenda" list
 - d. Prepare Council packet for council and public and provide electronic council packet to council members by email
 - e. Attend City Council Meetings
 - f. Timely publish all required publications and notices (i.e. ordinances)
 - g. Take notes at City Council Meetings
 - h. Maintain electronic records of City Council Meetings
 - i. Type minutes of City Council Meetings for Council to approve
 - j. After minutes are approved, post on the web
 - k. Maintain permanent Record of Minutes book
3. Municipal Court
 - a. In cooperation with Municipal Judge, schedule court dates for the year
 - b. Advise TCSO Commander by email of court dates
 - c. Keep Judge and City Attorney (prosecutor) advised of all court cases
 - d. Cancel court in a timely manner and advise Judge
 - e. Attend Municipal Court as Court Clerk and answer to the needs of the Judge
 - f. Maintain accurate electronic records of all Court proceedings
4. Records Custodian
 - a. Responsible for compiling documents, scheduling appointments for inspection, and for responding to open records requests under CORA
 - b. Maintain City files and archives in a condition that permits easy retrieval of files needed for any reason.

- c. Maintain record of all ordinances and resolutions
- d. Coordinate web served Municipal Code (MuniCode) revisions
- 5. Elections
 - a. Determine when/if elections are required
 - b. Evaluate received referrals and initiatives
 - c. Schedule required agenda items for regular and special elections
 - d. Determine election calendar for any required election
 - e. Prepare candidate packets and petitions to be available to the public
 - f. Accommodate needs for coordinated election with the County
 - g. Follow election calendar and complete all requirements in a timely manner
 - h. Hold election if required
 - i. Post-election results
- 6. Treasurer
 - a. Review and make recommendations on financial reports, including but not limited to, monthly detail ledgers and financial statements, annual audit and annual budget submitted to Council.
- 7. Web Maintenance
 - a. Keep Google calendar of city government matters up to date
- 8. Keep agendas, minutes, public notices, business licenses, job notices, etc. up to date on the City's website – cityofvictor.com
- 9. Other duties as assigned by Council by time or as may be associated with the above required duties.

***Safety**

Recognizes and corrects unsafe conditions
Works safely to prevent at-fault accidents

***Care of Equipment**

Assures equipment is properly maintained

***TOOLS AND EQUIPMENT USED:**

Standard modern office equipment including computer, recording equipment, fax, copier, etc

***KNOWLEDGE/ ABILITIES:**

Ability to manage workload and prioritize projects
Ability to plan for the future
Ability to understand, interpret, and apply State Statutes and City policy to situations

***DESIRED MINIMUM QUALIFICATIONS:**

Must be at least 18 years old
Registered voter within the City of Victor for 12 months prior to date of election or assuming duty.
Notary public certification required in 1 year

***WORKING ENVIRONMENT CHALLENGES:**

Interruptions
Dynamic community interests
Office layout
Workload and deadlines determined by others