

CITY OF RAINBOW CITY

JOB DESCRIPTION

Job Title: Assistant City Clerk

Department: Administration

FLSA:

Grade:

Safety Sensitive Job: No

Security Sensitive Job: Yes

Job Description Prepared: June 2022

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: City Clerk

Subordinate Staff: None

Other Internal Contacts: Mayor; All Departments; All Employees

External Contacts: General Public; U.S. Department of Commerce; Federal, State, and County Agencies; Banks; Businesses; Alabama Department of Revenue (DOR); Auditors; Water Board; Other Municipalities; Attorneys; Engineering Firms; Sanitation Companies; and Utility Companies

Job Summary

Under the direction of the City Clerk, the employee assists in carrying out the City Clerk functions for the City in the absence of the City Clerk. The employee acts as a point of reference and contact in the absence of the City Clerk. The employee also provides assistance with financial, personnel and general office operations. The employee verifies revenues, receipts and maintains records of transactions. In the absence of the City Clerk, the employee attends City Council meetings, records official minutes, and monitors office activities. The employee assists the City Clerk with necessary steps to follow up on action taken during Council meetings. The employee also assists with the budget preparation and prepares for the annual audit. Orders office supplies and equipment, as necessary. The employee provides general administrative support to the City Clerk. Work is performed independently and involves planning, developing, and carrying out vital

administrative tasks which are essential to the operations of the City. This job is considered security-sensitive and is subject to a pre-employment background check.

Essential Functions

ESSENTIAL FUNCTIONS: The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the Americans with Disabilities Act (ADA) must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation.

ESSENTIAL FUNCTIONS: Clerk Duties. Provides Departmental support by acting as a point of contact, attending budgetary and council meetings and compiling data to ensure compliancy with established laws, policies, and procedures.

1. Acts as a point of reference in the absence of the City Clerk.
2. Attends Council meetings and takes notes; drafts minutes from notes and other sources; finalizes approved minutes, resolutions, and ordinances of Council for signature and follows procedures as required by law in carrying out Clerk duties.
3. Manages preparation and distribution of council meeting agendas in the absence of the City Clerk.
4. Assists with budget preparations; attends budget hearings.
5. Prepares notices of special council meetings; distributes to open meeting list and posts to City's social media accounts in the absence of the City Clerk, if applicable.
6. Prepares public notices, legal advertising, and other special notices and ensures advertising deadlines are met in the absence of the City Clerk.
7. Drafts resolutions, ordinances, agendas, proclamations, and various other types of documentation to support agenda items in the absence of the City Clerk.
8. Compiles data in preparation of Council meetings; researches issues, as requested.
9. Researches, comprehends, and interprets federal, state, and local law; reviews documents for compliance with legal requirements.
10. Coordinates, communicates, follows up, tracks, monitors, and acts as a general liaison between Mayor, City Council, and outside individuals; ensures all parties are notified of actions taken by Council.

ESSENTIAL FUNCTION: Financial. Receives, processes, and posts payments in order to reconcile all statements and bills.

1. Prepares financial reports to ensure all monies are received and deposited in the correct accounts.
2. Reconciles monthly payroll reports and ensures local, state, and federal taxes are reported correctly.

3. Assists with generating reports and reports sales taxes to General Ledger.
4. Clears checks and deposits in systems based on bank statements.
5. Prepares for and assists with annual audit.
6. Monitors payroll to ensure deductions are accurate.
7. Checks transactions posted to general ledger for accuracy; makes corrections if necessary.
8. Records journal entries and budget amendments.
9. Assists with balancing end of year payroll, payroll deductions and benefits.
10. Attends council meetings and makes financial reports.
11. Attends meetings, conferences, and training programs to ensure efficient and effective operations and remain current on professional development.
12. Generates revenue reports and reconciles to all bank statements.
13. Generates accounts payable reports and reconciles to General Ledger.
14. Assists with preparation of quarterly reports and submits documents.
15. Assists with preparation of reports and submits information to the U.S. Department of Commerce for survey of selected non-property taxes.
16. Receives and receipts payments for collected sales taxes, building permits and licenses, business and license fees, credit cards, bonds, restitutions, and rental fees.

ESSENTIAL FUNCTION: Human Resources. Provides assistance and support for all aspects of human resources for the City to aid in compliance with federal and state laws.

1. Acts as source of reference and information.
2. Responds to requests and inquiries on employee benefits, issues, and rights.).
3. Assists with the preparation of payroll on a biweekly basis; checks for accuracy.
4. Assists with personnel file management to ensure accuracy, completeness, and confidentiality.
5. Acts as the point of reference for disciplinary actions, legal claims, etc.
6. Assists with the coordination and preparation for annual health screenings with health insurance company and city leadership.
7. Attends training on federal, state, and local human resource laws, rules, and regulations.

ESSENTIAL FUNCTION: Customer and Citizen Services. Performs office operations and customer service in order to ensure efficient and effective operations.

1. Assists in preparation of news releases as requested.
2. Receives complaints and inquiries from citizens in person and over the phone and works to resolve problems/issues; keeps supervisor advised of action or potential problems.

3. Ensures the proper maintenance of the division's records management activities and monitors records retention schedules to ensure files and filing procedures are up-to-date and in compliance with Federal, State and Municipal requirements.

NONESSENTIAL FUNCTIONS:

1. Assists the general public; collects fees, sells licenses, provides information.
2. Coordinates with vendors and suppliers to order and maintain supplies and equipment.
3. Performs other job-related duties as assigned or required.

Knowledge, Skills, and Abilities

(*Can be acquired on the job)

1. *Considerable knowledge of City rules, policies, and procedures.
2. *Knowledge of statutory City Clerk responsibilities and duties.
3. *Knowledge of City ordinances and regulations, state, and federal Laws as they apply to public sector.
4. *Knowledge of City filing system and record maintenance.
5. *Knowledge of State of Alabama archival procedures.
6. Knowledge of general office procedures.
7. Knowledge of document imaging and electronic file maintenance and storage.
8. Knowledge and ability to use the office productivity software programs.
9. Knowledge of accounting principles and practices to include governmental accounting.
10. Knowledge of bank reconciliations procedures and practices.
11. Knowledge of modern office practices and procedures.
12. Supervisory skills to motivate, lead, and train employees.
13. Verbal skills to communicate effectively with elected officials, co-workers, supervisors, department heads, appointed officials and the general public.
14. Writing and grammar skills to compose council minutes, correspondence, reports, forms and records clearly and concisely.
15. Reading skills as needed to interpret policies, correspondence, and governmental documents.
16. Math skills to perform basic arithmetic operations.
17. Typing skills to accurately record and transcribe meeting minutes, various records, documents and correspondence.
18. Ability to perform basic math and accounting principles in order to reconcile accounts.
19. Ability to diffuse tense or stressful situations.
20. Ability to work seated for extended periods of time.
21. Ability to assist with developing budgets and monitoring budget expenditures.

22. Ability to record official meeting minutes and transcribe accurately.
23. Ability to work independently, without supervision and exercise good judgment.
24. Ability to work with and maintain confidential information.
25. Ability to work under pressure and/or in stressful situations.
26. Ability to operate office machines such as a copier, printer, fax, calculator, and computers.
27. Ability to read, understand and interpret codes, laws, and other complex materials.
28. Ability to perform research and develop appropriate content for use in developing government documentation and backup.
29. Ability to drive.

Minimum Qualifications

1. Possess an associate's degree in business administration, accounting or a related field from an accredited college; bachelor's degree from an accredited college or university is preferred.
2. Possess a current and valid driver's license and be insurable with the City's policies.
3. Possess certification and membership of the International Institute of Municipal Clerks (IIMC) within two (2) years of employment.
4. Able to work overtime, non-standard hours, weekends, and holidays.
5. Able to travel overnight to attend meetings and training.
6. Ability to pass a pre-employment background check.
7. Ability to be bonded.

Physical Demands

The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as papers, books, or record boxes; or driving an automobile. No special demands are required to perform the work.

Work Environment

The environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, residences, or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals. The work area is adequately lighted, heated and ventilated.

