

City Clerk
City of Cascade - Job Description

Position: City Clerk

Reports To: City Administrator

Department: City Hall

Revision Date: August 2022

Position Summary: The City Clerk assists the City Administrator in the administration of municipal affairs by performing general office work, accounting, payroll, and bookkeeping duties relating to municipal government as prescribed by state or city code and as directed by the City Administrator/City Clerk.

Essential Job Duties & Responsibilities:

- Greets residents and visitors to City Hall; responds to inquiries from public in person, by telephone, by fax, email, or by written correspondence. Supplies general information on City policies and procedures, and refer more difficult inquiries to an appropriate official.
- Assists in the preparation of council meeting agendas and supporting documents, and distributes meeting packets to council members.
- Attends all City Council meetings, and promptly prepares and submits the meeting minutes for publication as required by State Code.
- Responsible for tracking all revenues and expenditures of the City by appropriate fund, department, category, and project. Prepares the monthly financial statements and reports. Prepares the monthly bill list and claims for payment for submission to and approval by the City Council. Pays the expenditures of the City upon Council approval.
- Responsible for preparing and submitting all annual reports, such as Street Report, TIF Certification Report, Urban Renewal Report and the Annual Financial Report.
- Prepares weekly payroll, quarterly payroll reports, submits required state and federal payroll withholdings, and prepares annual W-2's and 1099's.
- Bills, collects, accepts, receipts, and deposits fees and payments to the City of Cascade for municipal services, utilities, licenses, and permits; and maintains accurate record as to the date, from/to whom, and for what purpose.
- Tracks and maintains employee records for sick leave, vacation time, and compensatory time.
- Compiles all financial records, information, reports, bank accounts, and investment statements for the audit.
- Assists with administration and enforcement of the Code of Ordinances and Zoning Ordinance.
- Assists the City Administrator in the preparation of the annual operating budget.
- Publishes all ordinances and amendments enacted by the city council as required by law. Maintains copies of all ordinances and codes for public use. Prepares & submits for publication all notices of public hearings and other official actions.
- Maintains current and accurate records of persons appointed to city boards, commissions, and ad-hoc committees and the appointed terms of each.
- Assists with the custody and responsibility for the safekeeping of all writings or documents in which the city is a party in interest. Sorts and files materials alphabetically, numerically, chronologically and by other predetermined categories; looks up information and material in files; records information and notes final disposition.
- Furnishes upon request to any city officer a copy of any record, paper or public document under the City Administrator control. Furnishes a copy to any citizen when requested upon

payment of the fee set by council resolution and in accordance with the Freedom of Information act.

- Assists the City Administrator in attendance at meetings of boards and commissions when requested.
- Provides secretarial assistance to the City Administrator.
- Attends training, conferences, and seminars as required by the City Administrator.
- Performs other duties and tasks as directed by the City Administrator and by the Mayor in the absence of the City Administrator and/or in emergency situations.

Knowledge, Skills, & Abilities: The individual must possess the following knowledge, skills, and abilities or be able to explain and/or demonstrate that he/she can effectively perform the essential job functions, with or without, reasonable accommodations, using a combination of other skills and abilities:

- Shall have a background and/or skills to proficiently operate office equipment, including computers, calculator, adding machine, telephone, copy machine, facsimile machine, typewriter, and email.
- Shall have knowledge of office principles, practices, and equipment; business English, spelling, and grammar; accounting principals and procedures, basic math, and bookkeeping including ability to accurately calculate totals & percentages; and office equipment and filing systems and procedures.
- Shall have the ability to gather and analyze financial/budget information and prepare related reports from records.
- Shall have the ability to organize and maintain records pertaining to all council action.
- Shall have the ability to acquire knowledge of the policies, procedures and services of the City within a reasonable training period.
- Must be able to make computations and tabulations with speed and accuracy; and to follow standard bookkeeping practices and procedures.
- Shall have the ability to learn assigned tasks within the 6-month probationary period and to adhere to prescribed routines.
- Shall have the ability to understand and carry out oral and written instructions.
- Must be capable of working efficiently with time and materials as well as perform work in a good & workmanlike manner.
- Must be able to meet and interact with the public in a congenial business-like manner while working within the framework of the City policies.
- Shall comply with all orders and directions of the City Administrator/City Clerk, and shall maintain harmonious working relations with the Mayor, City Council, and all other employees.

Education, Experience, and Training: The individual shall possess a high school diploma or GED with a post high school degree or course work in accounting and/or bookkeeping; and/or an equivalent combination of accounting/bookkeeping experience and training that provides the knowledge, skills, and abilities necessary to perform the essential functions of the position. Training as a municipal clerk preferred but not required.

Work Hours, Location, and Special Requirements: Position requires a minimum of 40-hours of work per week in an office setting. Normal working hours are 8:00 AM to 4:30 PM Monday through Friday. May requires night & evening meetings. Valid drivers license.