

**CITY OF MOUND CITY  
CITY CLERK**

**Position Summary:**

Under the administrative supervision of the Mayor, the City Clerk performs highly responsible, administrative, financial and clerical duties. This employee maintains and provides for proper planning, accounting, and control of all municipal fiscal and legal records. As a city officer, the City Clerk is the official custodian of municipal documents and is responsible for various city financial records. Employees in this position have a substantial amount of public contact regarding the furnishing of information concerning city ordinances and policies. The City Clerk is a non-exempt position under FLSA.

**Essential Functions:**

City Clerk Responsibilities

- Maintains control of all municipal, fiscal, and legal records, including all fiscal records for auditing purposes, municipal documents, and bond issues
- Prepares the annual budget and maintains city finances and reporting
- Furnishes information to public via open records requests in accordance with the Kansas Open Records Act;
- Maintains a Bonded Notary Public status. Administers oaths of office to relevant elected and appointed officials. Custodian of the official city seal for legal documents;
- Attends all meetings, prepares agenda, monthly reports, records official transactions and proceedings of Council meetings, and ensures compliance with the Kansas Open Meetings Act;
- Monitors operating procedures, data processing, and reviews monthly statements, receipts, and expenditures to ensure adherence to city budget;
- Coordinates with the County Election Officer, and works closely with elections, notices, and registrations;
- Maintains custody of all official documents/records and serves as the city's Freedom of Information Officer;
- Maintains designated agent status for the Kansas Department of Revenue for issuing project exemption certificates for City hired contractors. Prepare and submit to the state a request to let the contractors purchase materials for city projects to be sales tax exempt;
- Serves as Administrator for workers' compensation program. Prepare and maintain any workman's comp claims, process paperwork, coordinate with hospital and clinic, send completed claim forms to workman's comp. Monitor process to ensure payment is made and close accounts.
- Enforces city policies and procedures; publishes ordinances, resolutions and public notices as required;
- Performs dispatch services for utility emergencies, animal control, and police department calls;
- Maintains and activate the Emergency Notification system. Input data from customers and residents with phone numbers, email addresses and send notifications as needed for boil orders, events, tornados etc..;
- Tracks and reports to the Bureau of Alcohol and Firearms all licenses submitted annually the businesses that sell Cereal Malt Beverages. Track the Occupational taxes fees required of Liquor store owners and clubs. Prepare paperwork, certificates and state stamps required. Prepare and submit annual reports to State.
- Assists at customer service window to collect utility payments, court fines, permit fees. Issue building permits, dog licenses, work site utility vehicle permits, hunting permits, and golf cart permits as needed. Fill out complaint, concern and work order forms for residents;
- Maintains the Personnel Policy Handbook and make the changes the governing body has approved and adopted.
- Is knowledgeable of the duties of the City Treasurer and the utility billing and record keeping.

#### Accounts Payable Responsibilities

- Maintains day-to-day review of city's financial position, including ensuring that all city monies deposited in a financial institution are secured with proper pledged securities, prepares budget and is responsible for all accounts payable and receivable;
- Monitors all income and expenses. Reviews all invoices, purchase orders for appropriate documentation and approval prior to payment. Audit and process credit card bills;
- Prepares a monthly balance sheet for Council review to include balances of CDs, unprocessed checks of all accounts income and expense to ensure the balances are within the City's budget;
- Prepares list of expenses monthly for council review, approval and payment;
- Prepares monthly and quarterly financial reports if needed in regards to loans, grants, or temporary notes to the appropriate County, State, or Federal office;
- Keep account records of all expenses at the City Lake for the CFAP reports to payroll, fuel, fish food, fish feeder repairs, dock repairs, rock, mowing and any volunteer time;
- Set up new employees with account access codes for fuel as needed and remove terminated employees from accounts;
- Process Per Diem as needed for employees traveling to training classes;
- Ensure all accounts paid come from a properly budgeted account;
- Maintains all accounts within the government accepted accounting practices.

#### Human Resources Clerk Responsibilities

- Process new employees, termination, and promotion. Ensure all forms are correctly completed and submitted;
- Set up a new employee account for new personnel on the employee Time Keeper machine to track daily work hours;
- Ensure all new employees are provided a chance to read the personnel policy handbook and safety manual and sign the required forms;
- Distribute timecard sheets and other payroll forms;
- Verify vacation, sick, comp time, health insurance, life insurance and KPERS changes are made.
- Develop, manage and maintain comprehensive payroll records;
- Ensure compliance with federal and state regulations and guidelines;
- Track Vacation, Sick, and Comp time per pay period;
- Ensure accountability of all blank checks and order new checks when needed;
- Maintain all personnel records, with application, health insurance forms, evaluations, tax forms, pay rates, hiring information and unemployment information;
- Serves as the designated agent for the Kansas Public Employees Retirement System (KPERS) to complete termination data, retirement data and access KPERS website to update individual employee information and reporting;

## **City Clerk Position Requirements**

**Experience:** Six (6) to nine (9) years of similar or related experience is recommended. The employee is expected to have acquired the necessary skills and information to perform the job reasonably well within one (1) year of employment. Some experience in Accounting or Public Finance helpful.

**Education:** The employee is expected to have at a minimum, high school or equivalent and some college.

**Technical Skills:** In addition to the minimum education requirements described above, the employee must have a thorough understanding of accounting, including strong working knowledge of GAAP, and a background and understanding of state statutes as they apply to municipalities. Some knowledge of business and tax law is helpful. The employee must have strong budgetary skills, and be able to read and interpret various reports that are utilized in the day-to-day operations of the city. The employee must be able to utilize effectively and efficiently computers, printers, fax machines, copiers, adding machines, typewriters, telephones, and two way radios. Should possess excellent supervisory, organizational, public relation, oral and written communication skills.

**Problem solving:** Problem solving is a key factor in this position. Problems include finding errors in budget reports that do not balance, or are obviously fiscal in nature. Daily decisions must be made with respect to investments, accounting procedures, account balances. Other problems include customer complaints or concerns that must be attended to. Prioritizing daily work and performing daily duties in the most efficient manner makes a smoother and less stressful work place.

**Decision Making:** The ability to make sound decisions in this position is crucial. The most difficult decisions are related to the budget and are obviously fiscal in nature. Daily decisions must be made with respect to investments, accounting procedures, and citizen concerns and requests.

**Supervision:** The City Clerks is largely independent in determining what tasks are to receive priority as many of the duties of the City Clerk are established in Kansas Statutes. Additional work tasks are often determined by the Mayor, or City Council.

**Financial Accountability:** The City Clerk is directly responsible for city resources and administrative equipment. This employee has authority to purchase equipment, supplies, etc. up to a predetermined amount without approval. The City Clerk is also required to be bonded, is responsible for revenue generation and expenditure control, and is a direct participant in the annual budget process.

**Personal Relations:** This position is in daily contact with other employees at all levels of employment within the city, and is also in daily contact with the city's elected officials and the general public. The City Clerk also interacts on a weekly basis with elected officials from other organizations/government entities.

**Working Conditions:** This position works in an office environment.

**Physical Requirements:** This position requires limited physical activity to perform daily tasks.