

# City of Montague

## City Clerk Job Description

### Salaried Exempt

### Salary Range

**Description:** Provide City Council with any and all requested reports in a timely basis, including regular, at least monthly, reports and accounting regarding all receipts, disbursements, and fund balances. Prepare and submit budgets to City Council, track revenues and expenditures through City accounting system, and manage City checking and savings accounts. Supervises clerical staff, prioritizes their workload, and works with all City employees to attain the best results for the City. Assists the public by providing and explaining all relevant information and forms, helps resolve discrepancies, and answers policy and procedure inquiries in a friendly, personable manner.

**Duties:** •Prepare agendas for City Council including minutes for approval from previous meeting and attend all City Council meetings. Supervise, understand all Account Clerk duties and be prepared to perform those duties on an as needed basis. Prepare Municipal code changes for approval by City Council.

- Maintain City's General Plan and Housing Element along with state's survey requests. Coordinate with Code Enforcement and City Planning Consultant when necessary.
- Receive, process, and coordinate loan approval, payments, and foreclosures in multiple programs. Have knowledge of Fed and State program requirements and submit reports.
- Assist in preparation of public improvement grants and account for expenditures. Prepare Street Report and all other reports.
- Knowledge of requirements and recommendations to reduce City liability insurance. Coordinate with carriers and Work Comp, sewer, and liability claims.
- Maintain agreements City has with organizations and businesses. Assist in preparations for negotiations and amendments. Arrange and respond to City's annual audit and state audits as required. Maintain and preserve City documents.
- Provide Fire Department with accounting needs, personnel records, and DMV Pull Notices. •Approve payroll accounting. Submit direct deposit and payroll withholding. Submit all quarterly, semi-annual, and annual reports. Maintain and preserve City documents.
- Co-ordinates with all city commissioners and may aid in the hiring of staff including seasonal, temporary, part-time, and full-time. Issues permits and licenses in accordance with current government code.
- Perform other duties as assigned.

**Qualifications:** High School diploma or equivalent, five years of increasingly responsible administrative, accounting, records, and office management experience. Four years of increasingly responsible secretarial experience involving frequent public contact. Familiar with government accounting.

**Knowledge:** Dual-entry accounting principles, practices, and methods and governmental accounting principles. City financial records analysis. Interpreting fiscal and accounting records and data. Laws and regulations, including Political Reform Act, Brown Act, Public Records Act, and election laws. Fair Political Practices Commission reporting requirements. Principles of supervision, training, and performance evaluations. Records management, letter-writing skills including English spelling, grammar, and punctuation. Positive public relations skills. Basic math skills, and use of office equipment including computers.

**Abilities:** Pass a physical examination. Provide proof of a valid California Drivers License and liability insurance where necessary. Must be bondable. Vision abilities include close and intermediate vision and ability to adjust focus.