

JOB TITLE: City Clerk

ADM/1

DEPARTMENT: Administration, City of Oxford

**JOB SUMMARY:** This position is responsible for managing and supervising the receipt and disbursement of all municipal funds, serving as custodian of all legal documents for the city, and acting as Clerk to the Mayor and Council.

**MAJOR DUTIES:**

- Supervises the operation of the city treasury; serves as custodian for municipal funds and monitors accounts.
- Supervises and evaluates the work of personnel engaged in coordinating and processing city utility services billing and collection activities.
- Serves as Clerk to Mayor and Council: attends and records official minutes of meeting; advertises all Public Hearings and Special Called meeting; prepares and maintains ordinances and resolutions.
- Signs, certifies, and preserves city ordinances, resolutions, contracts, reports, and other documents, maintains files; serves as custodian of official records and seal.
- Assists in developing the annual city-wide operating budget, revenue estimate, budget schedule, and budget summary; monitors expenditures under the current budget; prepares informal financial reports for work sessions.
- Oversees central accounting financial reports that are associated with the General Fund, Electric Fund, Water and Sewer Fund, Sanitation Fund, and others; maintains the general ledger for the city; produces monthly financial and budgetary reports; prepares monthly Sales and Use Tax disbursements to the Georgia Department of Revenue.
- Serves as the city's payroll administrator: prepares weekly employee payrolls; processes federal tax deposits, monthly Department of Revenue state deposits, and other deductions, i.e., child support recovery, garnishments, and employee payroll advances; prepares separation notices for terminated employees and various periodic tax returns and documents.
- Administers the city's insurance and fringe benefits program, i.e., health insurance, short/long term disability, retirement plan, Workers' Compensation, and liability claims.
- Maintains and disburses payables of debt services, i.e., monthly payments to the Georgia Environmental Finance Authority, Georgia Municipal Association Lease Purchase agreement, and monthly/quarterly payments to the Newton County Water and Sewerage Authority.

- Prepares and maintains various reports and surveys, i.e., annual Georgia Department of Community Affairs surveys and reports related to local government operations, GASB 34, Department of Energy, Ethics Commission Campaign and Financial Disclosure, etc.
- Prepares and advertises the five-year history for ad valorem taxes; calls for the preparation of the city's consolidation and digest for property tax billing; advertises public hearings to set millage rates; coordinates with the Tax Commissioner on tax collections.
- Serves as Superintendent of Municipal elections: appoints poll managers and workers; publicizes ads for qualifying and election dates; orders ballots and election supplies; forwards election returns to the Office of the Secretary of State and Newton County Superior Court.
- Maintains fleet equipment records and updates tags.
- Advertises for bids and meeting notices.
- Responds to citizens' complaints regarding utilities services and general government issues.
- Notarizes documents as requested.
- Performs other related duties as assigned.

**KNOWLEDGE REQUIRED BY THE POSITION:**

- Knowledge of city codes, ordinances, policies, and procedures.
- Knowledge of state and federal laws governing municipal operations.
- Knowledge of public administration, including management, supervision, and budgeting procedures.
- Knowledge of general office principles and practices.
- Knowledge of the principles and practices of accounting.
- Knowledge of laws and regulations relating to the preservation of official records.
- Skill in operating such office equipment as a computer, calculator, typewriter, copier, printer, shredder, and facsimile machine.
- Skill in preparing and maintaining reports and records.

- Skill in planning, assigning, and supervising the work of department staff.
- Skill in written and oral communication and interpersonal relations.

**SUPERVISORY CONTROLS:** The Mayor/Council assigns work in terms of department goals and objectives. The work is reviewed through conferences, reports, and observation of department activities.

**GUIDELINES:** Guidelines include the city charter, city codes and ordinances, relevant state and federal laws, and city and department policies and procedures. These guidelines require judgment, selection, and interpretation in application.

**COMPLEXITY:** The work consists of varied administrative and supervisory duties. Budgetary constraints and frequent contact with the public contribute to the complexity of the work.

**SCOPE AND EFFECT:** The purpose of this position is to act as Clerk to the Mayor and Council and to coordinate and supervise the maintenance of the records of the financial and legal transactions for the city. Successful performance helps ensure a financially sound and effectively documented city administration.

**PERSONAL CONTACTS:** Contacts are typically with co-workers, local and state elected officials, employees from other departments, attorneys, auditors, accountants, employees from other governments, and the general public.

**PURPOSE OF CONTACTS:** Contacts are typically to give and exchange information, resolve problems, provide services, motivate personnel, and justify or negotiate matters.

**PHYSICAL DEMANDS:** The work is typically performed while sitting at a desk. The employee occasionally lifts light and heavy objects, uses tools or equipment requiring dexterity, and must distinguish between shades of color.

**WORK ENVIRONMENT:** The work is typically performed in an office.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** This position has direct supervision over Deputy City Clerk (1), Utility Billing/Court Clerk (1), and Administrative Clerks (2).

**MINIMUM QUALIFICATIONS:**

- Knowledge and level of competency commonly associated with the completion of a bachelor's degree in public administration, accounting, finance, business administration, or a closely related field.
- Three to five years of management experience. See section titled, "Supervisory and Management Responsibility".
- Ability to be bonded.