

CITY: East Helena
DEPARTMENT: City Administration
POSITION: Clerk/Treasurer
ACCOUNTABLE TO: Mayor

SUMMARY OF WORK & WORK SCHEDULE: This position is appointed by the Mayor with Council approval and is responsible for the complex operation of directing, planning and evaluating the financial and overall administration of Town Government. Primary duties include; providing administrative and secretarial support for the Mayor, City Council and department heads; planning the operations of the City Clerk's office; taking and preparing the minutes of Council meetings; maintaining ordinances and resolutions; developing and implementing policies and procedures to assure effective and efficient operations in the City office; monitoring the annual budgetary expenditures, revenues and investments; monitoring grants and fixed asset inventories; reviewing and reporting the City's financial performance data; processing and protecting sensitive public documents; processing applications for employment and participating in the screening and evaluation of job applicants.

JOB CHARACTERISTICS:

Nature of Work: This position primarily performs supervisory, administrative and bookkeeping duties which require attention to detail, accuracy, timeliness and fiduciary trust. Work is performed in an office setting during normal office hours but is required to work outside normal office hours to attend regular and special council meetings, public hearings, training sessions and workshops. Position requires travel to attend related meetings, training, and conventions. Position is required to deal with occasional conflict situations and the general public in a professional manner and maintain confidentiality of sensitive information. Position may require light physical duties and must be able to perform all assigned duties despite frequent interruptions and contact with irate citizens.

Personal Contacts: Frequent contact with supervisor, fellow employees, department heads, and the general public by telephone, memo, face-to-face, and two way radio. Personal contact can be one on one, small groups, or as a presenter in a large group setting.

Supervision Received: This position is under the direct supervision of the Mayor but may also receive directions and requests for assistance from City Council Members.

Supervision Exercised: Daily supervision of a Deputy Clerk.

Essential Functions: This position must be able to communicate orally and in writing, read written material, operate a computer and standard office machines, make daily operational and administrative decisions; prepare annual budgets, fee assessments and related reports; attend night and weekend meetings; and perform light physical labor which may include lifting and moving documents and equipment weighing as much as 25 pounds.

AREAS OF JOB ACCOUNTABLE AND PERFORMANCE:

- Assists the Mayor in directing the financial administration of the City Government according to all state and federal rules and regulations.
- Keeps the Mayor and City Council informed of current events/issues effecting City government and provides confidential administrative support.
- Supervises the day-to-day operations of the City Clerk's office.
- Maintains all records of the City's financial transactions and accounts.
- With direction from the Mayor, prepares the City Council agenda and supporting documentation.
- Records, prepares, certifies and safeguards Council meeting minutes.
- Prepares, publishes and maintains City Council ordinances, resolutions and maintains the City Ordinance Book and Resolution Book.
- Maintains all City documents and records in compliance with state law and safeguards the official City seal.
- Drafts, reviews and publishes all legal notices, bids, official documents, and want ads for the City.
- Receives claims, cash receipts, payroll, and utility reports which are used to complete monthly financial status reports.
- Coordinates investment of City money and identifies long and short term cash needs.
- Reviews time sheets, vacation and sick leave records.
- Completes and reviews claims approval lists, issues claim checks and prepares grants for the Town.
- Responsible for the accounting and safekeeping of substantial amounts of funds.
- Communicates with fellow employees and the public frequently often involving complex information requiring clarity and tact.
- Performs other related duties as required.

JOB REQUIREMENTS:

KNOWLEDGE: This position requires a thorough knowledge of theories, principles, practices, and techniques of governmental accounting, auditing, and finance; governmental structure and processes; Montana law related to local government; and a general knowledge of administrative and supervisory principles, practices, and techniques.

SKILLS & ABILITIES: This position requires skills in the use of computerized office equipment and software including word processing, database management and spreadsheets. Governmental budgeting skills are essential. Position requires skills in written and verbal communication including dictation and strong interpersonal relations skills. This position requires the ability to plan, direct, and monitor administrative and financial policies, communicate effectively both orally and in writing; follow verbal and written instructions; maintain confidentiality of all documents and information; analyze and summarize government documents; work in stressful situations and meet deadlines; and establishes and maintain effective working relationships with fellow employees, supervisors, city officials and the general public.

EDUCATION & EXPERIENCE: The above knowledge, skills and abilities are typically acquired through a combination of education and experience equivalent to:

- Associate degree in Public Administration, Public Accounting and Finance, or closely related field, or an equivalent combination of higher or vocational education and appropriate experience.

- Five years of progressively responsible experience in municipal financial management or administration.
- Certification as Montana Municipal Clerk or Clerk Treasurer is preferred for the capability to achieve certification within five years.

JOB PERFORMANCE STANDARDS:

Evaluation of this position will be based upon satisfactory performance of the following described job description requirements and duties: Examples of job performance criteria include, but are not limited to, the following:

- Observes work hours and demonstrates punctuality.
- Performs assigned duties and tasks in a timely and accurate manner.
- Adheres to standards of confidentiality.
- Maintains accurate and timely records and documents.
- Prepares and submits accurate and timely reports and budgets.
- Deals tactfully and courteously with the general public.
- Reviews for accuracy all claims for the City.
- Conscientiously receives, accounts for and safeguards City funds.
- Effectively assists the Mayor in preparing the annual budgets for presentation to the City Council.
- Records and prepares accurate and timely council meeting minutes for approval by the City Council.
- Establishes and maintains effective working relationships with fellow employees, supervisor, city officials and the general public.