



City of Roy PO BOX 700, ROY, WA 98580-0700 - 216 McNaught St S

City Clerk/Treasurer

Position Title: City Clerk/Treasurer

Department: Executive

Location: Roy City Hall

Salary Range: \$82,200 - \$88,860 based on 2024 Salary Schedule Approved by Council

Date Open: 08-12-2024

Date Closed: 10-14-2024

Summary

The City Clerk/Treasurer is an appointed official who serves as the Clerk of the City Council and provides public access to City records and administers the policy-making process. The City Clerk performs a variety of professional work developing, implementing and overseeing services, programs and activities of the City Clerk's Office. The City Clerk preserves the legislative history of the city and is responsible for the management and preparation of Council meeting agendas, packets, meeting notices, and the recording of meetings and actions taken, maintenance of official minutes of all proceedings, records, ordinances, resolutions and other City documents and public records. Maintains custody of official records and archives of the City, including ordinances, resolutions, contracts, agreements and minutes. Responsible for the maintenance and indexing of official City records and enforces laws pertaining to public records. Work is performed under general administrative direction from the City Administrator with initiative, discretion, and independent judgment in the performance of duties based on extensive knowledge of City policies, procedures and operations. The Clerk provides support to the Mayor and organization in support of their management and policy making functions associated with the city's mission. Responsible for leading, coordinating, and providing all administrative support services to City departments.

The City Treasurer portion of this position is set in place to oversee the financial affairs of the city including but not limited to accounts payable, accounts receivable, payroll and utility billing. The City Treasurer will prepare and present regular financial reports to the Mayor and City Council. Reports include budget analysis, revenue projections and expenditure summaries. This position will work closely with city staff and the Mayor to create an annual budget that will outline the financial position of the city and forecast the cities future financial sustainability. The Treasurer will collaborate with external auditors and institutions to ensure that financial reports are filed according to

the prescribed schedule, that information is in compliance with state and federal records and that and that all documentation and finances are tracked and receipted to the best of their knowledge according to the Washington State Auditors Office and Budgeting, Accounting and Reporting System guidelines.

Supervision Received

Works under the general supervision of the Mayor.

Supervision Exercised

Exercises supervision of the City Deputy Clerk.

Essential Duties and Responsibilities

- Assumes responsibility for all services and activities of the City Clerk's office. Maintain professional responsibility of the City to visitors at City Hall. Provide courteous customer services to the Public, businesses, Council and staff. Keep informed of current issues impacting the citizens of Roy to provide solid direction to citizens and staff. Maintain orderly and accurate filling of resources, monitor office supplies and equipment needed to operate office efficiently and responsibly.
- Responsible for all public records, including, but not limited to, minutes of all Council meetings, agendas and supporting documents, contracts, ordinances and resolutions; assures compliance with the Open Public Meetings Act, public notice requirements, and all legal requirements associated with public records.
- Administers and drafts legal advertising notices and special meeting notices for distribution in accordance with regulations as set forth in the Revised Code of Washington and Washington Administrative Code.
- Manages responses and/or coordinates requests for official City records; develops and/or recommends and implements policies and procedures regarding records management; ensures department compliance with records management laws, policies, and procedures.
- Coordinates election matters, including oaths of office, with appropriate individuals and entities.
- Prepares agendas, minutes, Council packets and other associated documents; draft, reviews and edits staff reports, ordinances and resolutions for content and context; attends study sessions, special meetings and City Council meetings as appropriate; directs the maintenance of the Roy Municipal Code to ensure a comprehensive and cohesive compilation of City laws.
- Maintain a confidential working relationship with the City Council and coordinates updates and distribution of the Mayor and City Council Protocol Manual. Coordinate Elected Officials required training compliance.
- Supports Mayor in performing complex, confidential, and professional administrative functions to include developing and responding to written

internal/external correspondence; and assisting with or completing special projects as needed.

- Interacts with Mayor and city employees in a professional manner to keep them informed of relevant city information.
- Assist in maintaining master calendar for Mayor. Schedules meetings: coordinates, registers, and makes travel arrangements for conference attendance by Mayor within budgetary guidelines.
- Provides direction, review and instruction to Deputy Clerk.
- Interacts with city staff and the general public to provide professional, courteous, and accurate internal and external customer service while performing all position functions.
- Reconcile Bank accounts associated with the City regularly.
- Receipt payments according to the budgeting, accounting and reporting standards.
- Process payroll for the City based on the city's prescribed guidelines within the financial polices adopted.
- Work with the Washington State Auditor and outside institutions to ensure that the city is operating within the guidelines set forth by those entities.
- Perform related duties as required.

Qualifications

To perform this job successfully, the person in this position must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience: Bachelor's degree in business or related field and three years of increasingly responsible municipal government experience, or several years of increasingly responsible experience in a City Clerk's or related municipal function; or any equivalent combination of education and experience that would provide the level of knowledge and ability necessary for successful performance of the essential duties.

Language Skills: Strong verbal and written communications are essential to the position. Have skill in communicating and presenting a positive, professional image of City services.

Reasoning Ability: Ability to work within established guidelines with little direct supervision; ability to perform complex tasks at the same time; and ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this position, the employee is regularly required to walk, stand, stoop, and sit at a desk. Successful performance requires specific vision abilities that include close vision. The employee must occasionally exert or lift up to 25 pounds.

Work Environment: The work environment conditions described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is typically performed in an office environment.

Job Description Signed Acknowledgment: By signing below you have acknowledged that you have read and understand the expectations of your employment as City Clerk Treasurer for the City of Roy. You are expected to have an understanding of the job description and are willing to follow expectations.

Name: _____

Date: _____

Employment Application

Position Applied For _____ Date _____

Applicant Information			
Last Name	First	M.I.	Date of Birth
Street Address		Apartment/Unit #	
City	State	ZIP	
Phone	Cell Phone		
E-mail Address		Social Security No.	
List licenses or certificates:			
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S. and can you provide documentation? YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you ever worked for City of Roy?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when/position?
Do you have a driver's license?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Driver's License
Education			
High School		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
College		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
Other		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree

References

Please list professional references (Someone not related to you)

Full Name	Relationship
Company	Phone ()
Address	Email
Full Name	Relationship
Company	Phone ()
Address	Email
Full Name	Relationship
Company	Phone ()
Address	Email

Previous Employment (last 10 years - - Please attach additional sheets if necessary)

Company	Phone ()	
Address	Supervisor	
Job Title	Starting Salary \$	Ending Salary \$
Responsibilities		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference? YES NO Preferences:		
Company		Phone ()
Address		Supervisor
Job Title	Starting Salary \$	Ending Salary \$

Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	

May we contact your previous supervisor for a reference?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Contact preference?
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SKILLS AND QUALIFICATIONS

Summarize special skills and qualification acquired that may qualify you for work with our City for this position.

Military Service

Branch	From	To
Duties		

OTHER

Have you been convicted including conviction by any plea of a misdemeanor or felony within the last 10 years?

Yes ____ No ____ If yes, please explain _____

Were you found to have committed any traffic violations in the last 7 years? Yes ____ No ____ If yes, please explain

NOTE: A conviction record will not disqualify you for employment unless such record reasonably affect your fitness for the job. Traffic violations may have bearing on your insurability with the City's insurance carrier.

Can you, with or without accommodation, perform the essential functions of this position as listed in the job description?
Yes ____ No ____

PLEASE READ CAREFULLY BEFORE SIGNING THIS APPLICATION

I authorize the City of Roy to investigate all statements in this application and to secure any necessary information from my past employers, references, and academic institutions about my past employment, my workplace ethics, and other information relevant to my suitability for this position except as prohibited by law, including laws concerning medical conditions. I hereby release all of those employers, references, academic institutions, and the City from any and all liability arising from their giving or receiving lawful information about my employment history, my academic credentials or qualifications, and my suitability for employment with the City.

I also authorize the City to secure financial and credit information, including consumer reports regarding creditworthiness, credit standing, or credit capacity, for the express purpose of considering me for employment, through an appropriate agency. I understand that the purpose of such information is to help determine my susceptibility to unlawful appropriation of cash or property to which I am exposed, to bribes and to blackmail. I understand that **before taking any adverse action based in whole or part on the report, the City will provide to me: (i) The name, address, and telephone number of the consumer reporting agency providing the report; (ii) a description of my rights pertaining to consumer reports obtained for employment purposes; and (iii) a reasonable opportunity to respond to any information in the report that is disputed by me.** I understand that, upon my written request made within a reasonable period of time, the agency providing a consumer credit report to the City will provide me with a complete description of the nature and scope of the credit report investigation.

It is further agreed and understood that I shall hold the City of Roy harmless for use of any and all information gained through these inquiries.

I understand that any offer of employment is contingent upon receipt of a satisfactory report concerning but not limited to my credit, academic credentials, past employment and employment references. **I further understand that the statement on this application may be investigated at any time, and that any material misrepresentation or omission in any of my answers or statements may result in cancellation of my application, or if employed, may be cause for dismissal.**

I also authorize the City to supply information about my employment, in whole or in part, in confidence to any prospective employer, government agency, or other party having a legal and proper interest, and I hereby release the City from any and all liability for providing this information.

In the event of my employment with the City, I will comply with all rules, regulations, and policies set forth in the City's personnel policy manual or in communications distributed by the City.

I hereby acknowledge that I have read and understand the preceding statement.

In compliance with federal and state laws and equal employment opportunity guidelines, applicants are considered for employment on the basis of qualifications and demonstrated abilities without regard to race, religion, creed, color, national origin, families with children, sex, marital status, sexual orientation, age, honorably discharged veteran or military status, the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability.

Special assistance with the application and examination process is available, upon request, for persons with disabilities.

Call (253) 843-1113 or Fax (253) 843-0279

Please submit this application for employment
In person : 216 McNaught St S, Roy, WA 98580
By mail: PO Box 700, Roy, WA 98580-0700

Signature:

Date: