

City of Roy Job Description – City Clerk-Treasurer

Position status: exempt, full-time, 40 hours/week

The City Clerk-Treasurer is responsible for all activities related to the City's official and financial records.

Clerk Duties and Responsibilities

Prepare council meeting agendas, receive and review all agenda material, and distribute copies, along with correspondence directed to them, to council as necessary. Attend city council and planning commission meetings and take, record, distribute and maintain minutes. Act as parliamentarian. Create, submit for legal review, and administer all ordinances and resolutions, including publication, dissemination, filing, and indexing. Prepare, publish, record and post legal notices in accordance with established procedures and legal requirements. Codify Roy City Code titles that are not codified by contracted service. Keep up-to-date roster of council members, planning commissioners and, if applicable, civil service commissioners. Prepare and submit annual census information to the state.

Respond as necessary to inquiries made by telephone, email, in person, or in writing by the public and by other government agencies. Open, route and distribute mail. Complete surveys as required. Type and file correspondence, reports, grants, policies and other City documents. Perform secretarial duties for other departments as required. Create and maintain a follow-up system for reports and pending items requiring action in the future or periodically.

Act as agent for the service of claims for damages against the City. Receive and process claims against the City. Coordinate City insurance programs and respond to risk management needs, renewals and surveys.

Act as public records officer. Receive and respond to requests for public records according to legal requirements. Maintain and disposition public records according to state retention schedules.

Perform human resources functions. Maintain personnel files, personnel policy manuals and job descriptions. Process new and terminating employments. Respond to staff and external inquiries as appropriate. Disseminate benefits information and facilitate enrollments. Participate on safety committee. Coordinate volunteer registrations. Maintain required employment posters.

Process building, development, rental, right-of-way and event permits. Respond to inquiries regarding permit fees, building setbacks, zoning restrictions, and general information. Provide help to applicants with completing permit applications and associated forms. Create or update forms as necessary. Coordinate application reviews, inspections, hearings and related activities with public works director, building code consultant, contract planner, consulting engineers, and other parties as necessary. Collect fees, process applications and issue permits at the direction of the appropriate technical contractors. Maintain building and development project files and permit records. Assign street addresses according to adopted policies. Report permits and addresses as necessary to other agencies. Assist deputy clerk with business and animal licensing.

Assist consultants in completing required updates of periodic plans, such as the comprehensive plan, the capital improvement plan and the shoreline master program. Act as designated SEPA official, floodplain administrator, shoreline administrator, and official City planner, with support from consultants. Act as planning commission secretary. Act as liaison to regional planning organizations.

Administer grants. Write applications with appropriate technical assistance. Process application submissions and contracts/agreements, and submit required periodic reports. Monitor grant activities for compliance with contracts and state and federal regulations. Track grant expenditures and reimbursements, coordinating with city treasurer. Maintain grant file for audit and retention.

Coordinate information technology matters for officials and staff, using consultants if necessary. Change users' network and email passwords as necessary. Maintain City website. Ensure electronic City files are backed up appropriately for recovery in the event of equipment failure or disaster. Distribute cyber security training resources to users.

Conduct and/or supervise activities involved in purchasing and acquisitions. For other departments' needs, ensure their compliance with purchasing policies and assist with contract reviews and requests for proposals as needed. For administrative department needs, research and solicit quotes according to policies and budget appropriations. Write necessary contracts/agreements and submit for review by city attorney and insurance pool. Obtain council approvals according to policies.

Attend appropriate meetings, seminars and training programs. Participate in appropriate professional organizations, workshops and educational opportunities to keep current with the latest developments in administration and public policy, to enhance professional growth and to meet the technical performance standards necessary for this position.

Perform other assignments as developed and directed by the mayor. The above list of essential functions is not exhaustive and may be supplemented as necessary.

Treasurer Duties and Responsibilities

Accounting: Perform a variety of semi-skilled and skilled accounting duties regularly and independently. Adapt chart of accounts in software to City's needs according to state BARS manual. Prepare bookkeeping entries for single-entry accounting. Segregate custodial funds collected and remit them as required. Maintain records of inflows and outflows of restricted funds. Devise appropriate methods of cost allocations. Keep informed of changes required by GASB and State Auditor statements; implement as required. Receipt payments as necessary. Assist with vendor payments, payroll processing, water billing, business and occupation taxation, bank deposits, and other accounting duties of deputy clerk.

Budgeting: Analyze financial records to forecast the City's future financial position and budget requirements. Prepare annual budget from department requests, other non-departmental expenditures, and estimated revenues. Submit for review by the mayor and finance committee, and for adoption by the city council according to statutory requirements.

Reporting: Prepare and distribute monthly reports on financial status for city council and department review and reporting. Monitor and report on budget-to-actual expenditures and revenues. Respond to surveys requested by other agencies concerning financial matters. Work with city clerk to ensure that grant expenditures are properly incurred, tracked and reported. Prepare annual report for submission to the State Auditor's Office in compliance with all applicable state laws and standard accounting practices for single-entry accounting. Prepare, distribute and submit Forms W-2, 1099 and related reports annually.

Banking: Monitor and invest for the City any excess funds. Keep and monitor check registers for cash and investment accounts. Perform duties of authorized signer and online administrator for bank and investment accounts. Perform duties of Program Administrator for purchasing cards.

Internal Controls: Review financial and accounting transactions processed by deputy clerk and other employees. Check account balances and other input to verify accuracy of data. Monitor that all monies received are posted and deposited. Audit petty cash fund periodically. Work in conjunction with deputy clerk to reconcile bank statements. Review and update City financial policies and department internal controls policies at least annually. Manage annual inventory process and review for discrepancies. Maintain log of inventory changes for administrative offices in the interim. Notify city clerk of required changes to insured assets.

Attend appropriate meetings, seminars and training programs. Participate in appropriate professional organizations, workshops and educational opportunities to keep current with the latest developments in administration and public policy, to enhance professional growth and to meet the technical performance standards necessary for this position.

Perform other assignments as developed and directed by the mayor. The above list of essential functions is not exhaustive and may be supplemented as necessary.

Supervisory Duties

Supervise Deputy Clerk. Delegate tasks to deputy clerk as agreed in consultation with the mayor and others in the department. Provide backup for deputy clerk, where allowed, as appropriate.

Coordinate with Public Works Director in matters concerning personnel and accomplishment of regulatory activities.

Minimum Qualifications

- Must be bondable
- Associate's degree or equivalent experience
- Three to five years of progressively responsible clerical work experience, including at least three years of office management experience
- Three to five years of progressively responsible bookkeeping/accounting experience

Knowledge, Skills and Other Attributes

- Knowledge of municipal records requirements
- Ability to plan, organize, and supervise staff in work requiring accuracy and attention to detail
- Ability to communicate effectively both orally and in writing
- Ability to read, analyze and interpret general business periodicals and professional journals
- Ability to perform clerical duties and operate proficiently standard office equipment
- Ability to establish and maintain effective working relationships with City officials, employees, vendors, intergovernmental agencies and the general public
- Ability to work effectively with frequent interruptions
- Ability to work within and meet time deadlines
- Full working knowledge of accounting principles, single entry bookkeeping and computerized accounting
- Knowledge of BARS requirements

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 job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or operate objects, controls, or office equipment; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception, and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee might occasionally work near moving mechanical parts; in high, precarious places; and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration. The noise level in the work environment is usually moderate.