

# Job Description: City Clerk

## Position Summary

The City Clerk serves as a vital administrative official in the municipal government. This role involves maintaining municipal records, facilitating public access to information, supporting city council operations, and ensuring compliance with local, state, and federal regulations. The City Clerk is often the primary point of contact for residents seeking information or assistance related to city governance.

## Key Responsibilities

- **Records Management:** Maintain, organize, and safeguard official city documents, including meeting minutes, ordinances, resolutions, contracts, and correspondence.
- **Billing and Collecting Local Utility Fees:** Maintain records on all users and usage, prepare individual billing statements, receive payments, pursue collections as needed, and appropriately record all transactions.
- **Maintain Account Payable:** Process and record invoices for all city expenses, and assure timely payment of all bills.
- **Prepare and Manage City Payroll:** Maintain record of hours worked, calculate wages and withholdings, process checks and disbursements of payroll and payroll related taxes, fees, etc.
- **Meeting Coordination:** Prepare agendas, attend city council meetings, record minutes, and distribute documentation to council members and the public.
- **Public Information:** Respond to public inquiries, process public records requests, and ensure transparency of city operations, using the city website current and social media accounts.
- **Election Administration:** Assist in coordinating municipal elections, including candidate filings, ballot preparation, and voter registration support.
- **County and State Government Coordination:** Work with county and state staff on tax collection, elections, and shared resources.
- **Licensing and Permits:** Issue and manage permits, licenses, and other regulatory documents required by local ordinances.

- **Legal Compliance:** Ensure city operations adhere to applicable laws and regulations, maintaining up-to-date knowledge of relevant statutes.
- **Financial Duties:** Support budget preparation, maintain petty cash, conduct all financial recording and reporting, prepare for and assist with periodic audits.
- **Communication:** Serve as a liaison between elected officials, city staff, and the public, providing clear and timely information.

## Qualifications

- High school diploma or equivalent a minimum, associate or bachelor's degree in business, public administration, or related field would be helpful.
- Previous experience in administrative roles, government, or office management is advantageous.
- Strong organizational and record-keeping skills.
- Excellent written and verbal communication abilities.
- Proficiency with office software (e.g., Microsoft Word, Excel, email), ten key experiences are helpful
- Attention to detail and ability to handle confidential information discreetly.
- Great people skills.

## Working Conditions

The City Clerk typically works in the City Hall office during regular business hours, with occasional evening meetings required. The role involves frequent interaction with the public, city council members, and other staff.

## Summary

A City Clerk plays a crucial role in ensuring efficient, transparent, and compliant municipal operations. This position is ideal for individuals who are organized, communicative, and dedicated to serving their community.