



## WILLARD CITY CORPORATION

### Job Description

### **CITY RECORDER-CLERK AND OFFICE ADMINISTRATOR**

Date: 10/20/20

#### **CLASS SUMMARY**

Performs a variety of professional and supervisory work developing, implementing and overseeing the services, programs and activities of the City Clerk's Office. Responsible for the management and preparation of City Council meeting agendas, council packets, meeting notices pertaining to regular and special sessions, and the recording of meetings and items before the Council and actions taken; maintenance of official minutes of all proceedings, records, ordinances, resolutions, and other official 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 the enforcement of laws pertaining to public records. Supports accounting duties for accounts payable and receivable and oversees other accounting functions; reviews and enters data, processes transactions, and maintains accounts. Prepares City-wide payroll, reports, employee benefits records and other technical and accounting records. Work is performed under general administrative direction from the City Manager with initiative, discretion, and independent judgment in the performance of duties based on extensive knowledge of City policies, procedures and operations.

**ESSENTIAL FUNCTIONS** -- *Essential duties and responsibilities may include, but are not limited to, the following:*

Assumes responsibility for all services and activities of the City Clerk's office and as the City Records Officer, develops, recommends, and implements City wide records management policies and procedures; reviews records retention and disposition schedule for all City records.

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; functions as citywide contact for all public records request and manages response and/or coordinates requests for official City records; coordinates all election matters with appropriate individuals and entities.

Directs and oversees the City's records management program; develops and/or recommends, and implements policies and procedures regarding records management;

throughout City Departments; ensures departments' compliance with records management laws, policies, and procedures.

Prepares agendas, minutes, Council packets and other associated documents; drafts, reviews and edits staff reports, ordinances and resolutions for content and context; attends work sessions, special meetings and City Council meetings as appropriate; directs the maintenance of the Willard City Municipal Code to ensure comprehensive and cohesive compilation of City laws.

Plans, coordinates and supervises office support staff and work activities, projects and programs; reviews and evaluates work products, methods and procedures; meets regularly with staff to identify and resolve problems.

Ensures Council actions, documents, minutes are communicated and transmitted to staff, Council and the media.

Drafts and coordinates legal advertising notices and special meeting notices for distribution to Council members, City Manager City Attorney, Department Heads and news media, in accordance with regulations as set forth in the Utah State Code Annotated.

Prepares and presents staff reports and other necessary correspondence; serves as liaison for the City Clerk's office with other City departments and outside agencies.

Provides technical administrative assistance to other City departments as needed; reviews and edits a wide variety of reports issued by other departments.

Manages assigned staff, develops goals and priorities, prioritizes projects and work assignments, monitors results, and assures that all issues are addressed and resolved.

Supports the relationship between the Willard City and the residents by demonstrating courteous and cooperative behavior when interacting with clients, visitors, and City staff.

Assures a productive work environment; assures that effective communications and participative decision making occurs; assists employees with the interpretation and application of City policies and procedures; develops solutions.

Reviews new laws and proposed legislation and determines impact to programs and projects; remains current on municipal services issues; develops and presents recommendations.

Coordinates development of the City budgets with the City Manager; monitors expenditures and revenues; prepares and reviews reports; recommends changes to existing policies.

Prepares bi-weekly payrolls for review, approval and submittal to the HR Director or City Manager; generates technical payroll reports for government agencies; prepares and submits tax deposits and special state and Federal statements, including W-2's; updates employee information for taxes, benefits, wage assignments, garnishments, retirement, and other wage deductions.

Processes payroll, benefits, and technical transactions for the City, in compliance with all applicable Federal, state and county rules, regulations, and procedures.

Enters payroll, benefits, and related data into computer systems, and maintains information system database; enters data, processes transactions, validates data, and compiles documentation.

Reviews timesheets and source documents for compliance with rules and regulations; determines proper handling of payroll and technical transactions within designated limits; coordinates correction of timesheet errors with the City Manager.

Checks documents for validity and accuracy of information; performs mathematical calculations; records, files, and distributes related paperwork and technical documents; submits vendor payments.

Reconciles transactions and records according to policies; reviews payroll records and corrects errors as required; verifies the accuracy of the payroll records.

Assures that all reports and paperwork are completed in a timely manner; updates, corrects, retrieves and releases information according to procedures; collects payroll, benefits and administrative information and compiles data for reports; prepares and distributes required reports.

Provides information and assistance to employees as authorized; responds to requests for information, and attempts to resolve them by researching files and records within the scope of authority; refers matters requiring policy interpretation to HR Director or City Manager for resolution.

Maintains absolute confidentiality of work-related issues, client records, and City information; performs related duties as required or assigned.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

Work is performed primarily in an indoor office setting or courtroom environment. Physical effort is needed to move, lift and carry office equipment, supplies and materials. May be required to work beyond normal working hours. Basic communication skills such as talking, seeing, and hearing are needed for frequent person-to-person contact and telephone usage. The nature of the work has frequent interruptions and contact with the public and staff requires strong public communication skills. A physical hazard may occur from agitated defendants awaiting trial, or during trials or hearings, as well as from the general public. Also requires the occasional lifting of boxes and other materials weighing up to 50 lbs.

## **MINIMUM QUALIFICATIONS**

### **Education, Training and Experience Guidelines:**

- High School diploma or equivalent; plus, two (2) years of college level business courses; AND Three (3) years of progressively responsible experience related to above duties; OR An equivalent combination of education and experience.
- Prefer Bachelor's degree in accounting or related field
- Prefer governmental, preferable municipal experience as a Recorder/Clerk or Finance

### **Knowledge of:**

- Policies, functions and responsibilities of the City
- Pertinent laws, ordinances, codes and regulations
- Utah State Open Meetings Act
- Willard City Municipal Code
- Principles, practices and techniques of records management systems, including records retention laws
- Archival procedures for document cataloging, indexing, and retrieval
- Collaborative problem-solving techniques
- Principles and practices of supervision, training and performance evaluation
- Principles and practices of municipal budget preparation and administration
- Current office practices, procedures and equipment
- Organization, time and project management
- Correct English usage, spelling, grammar, and punctuation, including principles of business letter writing and report preparation
- Applicable software and word/data processing applications
- Effectively and efficiently supervise the administration and maintenance of records management systems
- Interpret and apply federal, state and local policies, laws and regulations
- Comply with all posting and publication guidelines and requirements
- Analyze data and prepare reports, business correspondence, and procedures
- Perform multiple activities simultaneously
- Adapt to change and remain flexible
- Explain complex legal and administrative concepts to employees and officials lacking technical knowledge
- Organize and coordinate municipal elections
- Manage, direct and coordinate the work of assigned personnel and work activities
- Effectively communicate, clearly and concisely, in oral and written form
- Maintain confidentiality
- Use good judgment
- Use independent judgment and initiative in developing solutions to problems

- Establish and maintain effective working relationships with those contacted in the course of work
- Utilize applicable software and data processing applications
- Be team oriented

**Ability to:**

- Effectively and efficiently supervise the administration and maintenance of records management systems
- Interpret and apply federal, state and local policies, laws and regulations
- Comply with all posting and publication guidelines and requirements
- Analyze data and prepare reports, business correspondence, and procedures
- Perform multiple activities simultaneously
- Adapt to change and remain flexible
- Explain complex legal and administrative concepts to employees and officials lacking technical knowledge
- Organize and coordinate municipal elections
- Manage, direct and coordinate the work of assigned personnel and work activities
- Effectively communicate, clearly and concisely, in oral and written form
- Maintain confidentiality
- Use good judgment
- Use independent judgment and initiative in developing solutions to problems
- Establish and maintain effective working relationships with those contacted in the course of work
- Utilize applicable software and data processing applications
- Pass a background check

**License or Certificate Requirements:**

- A valid Utah State driver's license and a good driving record
- May require possession of or ability to attain Utah State Notary Public Certification

**Class specifications are intended to present an illustrative description of the range of duties, the scope of responsibility and the required level of knowledge, skills and abilities necessary to describe the primary functions of the job. Specifications are not intended to reflect all duties performed by employees in each position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the City Council as the needs of the employer and requirements of the job change.**

FLSA status: Non-exempt