

CITY CLERK

City of Burlington

City Clerk Department

POSITION SUMMARY

Under the supervision of the Mayor and City Council, the City Clerk is an-exempt position under FLSA. This position serves as the Chief Administrative Officer for the City of Burlington. This position is responsible for the city budget, financial affairs, personnel management, purchasing, public relations, project coordination, licensing, and recording of documents and Council meetings. This position should possess excellent communication, organizational, managerial, supervisory, and public relations skills.

ESSENTIAL FUNCTIONS

- Responsible for the preparation, maintenance, and monitoring of the city's annual budget;
- Responsible for answering directly to the public to clarify and resolve issues;
- Serves as Personnel Manager for the city, maintains personnel files, maintains personnel manual, KPERS, and serves as Employee Health Insurance & Benefit Coordinator;
- Responsible for monitoring and recording the city accounts receivables and accounts payables;
- Oversees utility billing and collections;
- Fields questions, concerns, and complaints from the general public;
- Maintains department inventories and equipment depreciation schedules;
- Responsible for administering oaths;
- Issues permits and licenses, and collection of fees;
- Responsible for monitoring and administering Planning and Zoning;
- Responsible for the enforcement of city codes;
- Manages city Revolving Loan funds and promotes economic development;
- Oversees Municipal Clerk's operations;
- Responsible for the maintenance of city files;
- Prepares city ordinances and resolutions;
- Coordinates department and city-wide projects;
- Monitors all purchases for the city;
- Attends and records City Council and department committee meetings;
- Represents the city in the absence of the Mayor;
- Enforces all department policies and procedures.

MARGINAL FUNCTIONS

- Secretary for Decision Making Authority;
- Provides assistance to independent city boards;
- Monitors and supervises community service workers;
- Prepares easements for utilities;
- Serves as City Investment Officer;
- Responsible for bond issues, state loans, and administering grants;
- Assists other departments as needed;
- Inspects building permit sites;
- Performs other duties as deemed necessary or assigned.

CLASSIFICATION:	FLSA: EXEMPT	ADA APPLICABLE	FMLA: INELIGIBLE;
WORKING CONDITIONS: NON-HAZARDOUS OFFICE ENVIRONMENT			

CITY CLERK - POSITION REQUIREMENTS

Experience: Four to six years of similar or related experience is required. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within one year of employment.

Education: A college degree in Business Administrations, Public Administration or Public Management is preferred. This employee should possess City Clerk and Municipal Finance Officer Certifications.

Technical Skills:

1. A thorough knowledge of all federal, state, and local laws and ordinances, computers, bond regulations, budget preparation, and a working knowledge of mathematics is required.
2. This employee must be able to operate computers, printers, calculators, telephone systems, and other office equipment.
3. The ability to prepare reports, memos, agendas, grant applications, budgets and other documents, to interpret data, to understand and anticipate problems, and to read and interpret ordinances, agendas, legal documents, and other written instructions is required.
4. This employee should possess excellent supervisory, managerial, organizational, public relation, and oral and written communication skills.

Problem Solving: Independent problem solving is involved in this position. This employee encounters problems with personnel issues, city investments, and concerns and complaints from the general public.

Decision Making: Independent decision making is involved in this position. This employee makes decisions about resolving personnel issues, investing city funds, budget expenditures, resolving citizen concerns and complaints, prioritizing daily work assignments, and performing daily duties in the most efficient manner.

Supervision:

1. This employee works under the direction of the Mayor and City Council.
2. This employee exercises occasional supervision over subordinate personnel.

Financial Accountability:

1. This employee is responsible for city resources and equipment.
2. This employee is required to be bonded.
3. This employee does participate in the annual budget process.

Personal Relations: Daily contact with the general public, co-workers, supervisory personnel, and the city's governing body is expected.

Working Conditions: No adverse working conditions exist within this position. Working in an office setting with a computer is the primary aspect of this position.

Physical Requirements: Physical activity associated with working in an office setting is required to perform the daily duties of this position.

The specific statements shown in each section of this description are not intended to be all-inclusive. They represent elements and criteria considered necessary to successfully perform the job.

**THIS JOB DESCRIPTION WAS APPROVED BY BURLINGTON CITY COUNCIL ON JUNE 4, 2008.
(Current 7-2018)**