CITY OF DOUGLASS

POSITION DESCRIPTION

Class Title: City Clerk

Department: City Administration

Salary Schedule: Hourly, Non-Exempt

Grade 4: $25.63 - $35.81

POSITION SUMMARY:

The City Clerk has administrative responsibilities in supporting the City Administrator. This position also plays a key role in the overall operations of City Hall.

SUPERVISION RECEIVED:

Works under the general guidance of the City Administrator with broad guidance from the Mayor and City Council.

SUPERVISION EXERCISED:

Exercises supervision over Utility Clerk.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

a. Prepare agendas, packets, and meeting minutes for City Council and committee meetings.

b. Attend and record all regularly scheduled City Council meetings as well as Planning, Housing, special meetings and workshops as needed.

c. Maintain official records, ordinances, and resolutions.

d. Assist with budget data entry and document preparation.

e. Issues dog licenses, CMB licenses, and various permits (garage sales, vendors, etc.).

f. Maintain records in accordance with Kansas retention schedules.

g. Provide notary services to the public.

h. Respond to phone, email, and in-person inquiries.

i. Provide general assistance to residents and vendors.

j. Assist with utility billing, payment processing, and delinquency notices.

k. Track account changes such as move-ins and move-outs.

l. Update the city website and social media platforms with public notices and community events.

m. Assist with grant research and application preparation.

n. Serves as Municipal Court Clerk.

o. Verifies balance of petty cash and daily cash drawer receipts.

p. Issue NRP applications and track through approval process.

PERIPHERAL DUTIES:

a. Administer oaths and affidavits as needed.

b. Coordinate with outside agencies and contractors at the direction of the City Administrator.

c. Have custody of the corporate seal of the city and shall affix the same to the official copy of all ordinances, contracts, and other documents required to be authenticated.

d. Monitor bad utility debt and delinquent accounts.

e. Balance petty cash and daily cash drawer receipts.

f. Assist with payroll and various payroll reports as required by state and federal government.

g. Takes utility, court, and permit payments.

h. Aids in the list for turn-offs.

i. Sends long-term overdue accounts to collections.

j. Billing any code violations that city staff had to abate.

k. Responsible for year-end and W-2. Also, quarterly 941 payroll tax statements.

l. Responsible for paperwork associated with new hires and terminations.

m. Aids in the yearly audit preparation.

n. Affix the official city seal to all ordinances, deeds, contracts and similar document required to be authentic.

o. Administer oaths for all purposes pertaining to the business and affairs of the city. Keep suitable files of all such oaths required to be deposited in their office.

p. Responds to citizen complaints and/or inquires.

q. Plans and organizes workloads, work procedures and schedules to maximize efficiency and responsiveness.

r. Assist as personnel officer. Keeping employee files up to date and secured.

s. Keeps a calendar of dates and actions that are of specific important to the City.

t. Performs other duties as deemed necessary or assigned.

ACCOUNTABILITY:

The City Clerk is responsible for safeguarding city resources and handling daily revenue collections. This position requires bonding. The position interacts with residents, city officials, and external organizations. It requires regular contact with the public and governing body and demands strong oral and written communication skills. At the first regular meeting in May of each year the mayor, by and with the consent of the council, shall appoint a City Clerk.

This position requires sound judgment and troubleshooting skills, particularly when correcting billing errors (e.g., misread meters or miscalculations). The employee must be able to complete tasks independently, even with limited equipment, and respond to time-sensitive issues effectively. This role involves independent decision-making related to billing, document preparation, and customer service. Tasks may require producing original documents or resolving discrepancies using word processing and spreadsheet tools.

DESIRED EDUCATION/EXPERIENCE:

High School diploma or GED required.

Post-secondary coursework in public administration, business administration, accounting or related field preferred.

1 - 3 years of municipal experience preferred.

Prior office or customer service experience required.

Proficient in Microsoft Office and standard office equipment.

Excellent written and verbal communication skills.

Ability to maintain confidentiality and professionalism.

KNOWLEDGE, SKILLS AND ABILITIES:

a. Knowledge of modern policies and practices of public administration.

b. Working knowledge of municipal finance, human resources, public works, public safety, and community development.

c. Communicate effectively both verbally and in writing with employees, city officials and the public.
d. Able to explain laws, policies and procedures in laymen terms.

e. Operate all job-related machinery, equipment, tools and other aids as required or needed.

f. Skilled in managing multiple projects and prioritizing numerous tasks and demands.

LICENSES REQUIRED:
Valid Kansas driver's license.

Notary Public certification or ability to obtain within six months of hire.

Surety bond or able to acquire within three months.

PHYSICAL DEMANDS:
The physical demands described here are representative of those that must be met by a City Clerk to successfully perform the essential functions of this job.

Must be able to meet, with or without, reasonable accommodation, the physical requirements associated with the essential functions of this position.

While performing the duties of this job, the City Clerk is frequently required to sit and talk or hear. The City Clerk is occasionally required to walk, use hands to finger, handle, or operate objects, tools, or controls, and reach with hands and arms.

The City Clerk may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those encountered while performing the essential functions of this job. Most work will be performed indoors in a typical office setting environment. The time and place for performing duties may change from week to week. Some work may be accomplished from home, city hall or other locations.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the City of Douglass

and the City Clerk and is subject to change by the city council as the needs of the city and requirements of the job change.

I have read this position description and understand its contents.

_____ _____

Employee Signature Date