



Position Description

Job Title:	City Clerk	Grade Number:	
Department:	Administration	Date Modified:	December 2, 2020

This is an Exempt position under the FLSA guidelines.

General Purpose:

The City Clerk shall perform all the requirements for this position as provided by state statutes and city ordinance. Acts as the primary support staff for the City Council and Mayor and is responsible for the keeping of all the records. This individual shall work closely with the City Administrator and other administrative staff to provide direction and assistance in processing request for Council action and responding to requests from the public.

Essential Duties and Responsibilities:

SUPERVISION RECEIVED:

Works under the general supervision of the City Council and Mayor and works closely with the City Administrator.

SUPERVISION EXERCISED:

Assists with supervision of the utility office staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Supervise the preparation of the agendas for City Council meetings including compiling supporting materials, writing reports on specific items on the agenda, contacting individuals and organizations regarding presentation at the council meetings and working with the news media to provide agenda information.
- Supervise the preparation of agendas and supporting materials for all other public bodies including, Board of Public Works, Planning Commission, City/County Park and Recreation Board, Airport Authority Board, Cemetery Board, Community Development Agency, etc.
- Prepare and distribute all public notices regarding meetings, hearings, ordinances etc. as required by law.
- Attend City Council meetings and other meetings of public bodies and record and prepare minutes and maintain an accurate file of all actions.
- Work with the City Attorney to prepare ordinances, resolutions, contracts, agreements, and official documentation of council actions.
- Respond to citizens in person and on the phone to advise them on ordinance provisions,



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regulations, and procedures relative to their individual needs for services from the City of Kimball.

- Supervise and review the payment of vendor invoices and sign all checks for payments.
- Coordinate with the City Administrator the preparation of payroll, payroll records, personnel files, and employee benefits.
- Prepare monthly financial reports and distribute to the City Council, Board of Public Works, and other public bodies. Distribute department financial reports to each department supervisor.
- Monitor and oversee all city bank accounts, bank pledges and certificates of deposits.
- Plan, coordinate and review the preparation of the municipal budget.
- Plan and coordinate with the city auditor the annual audit for the City of Kimball. Prepare documents, as requested, by the city auditor to complete the annual audit.
- Process and record documents related to bond issues, special assessments, and purchases.
- Perform other related duties as assigned by the City Council.
- Confers with and advises subordinates concerning work problems, the development and installation of new work procedures and policies and appropriate methods of coordinating services.
- Coordinate collection fees and issue permits and licenses.
- Attend meetings inside and outside the community to keep current on changes in the laws governing the city and advise the city council and other staff as to the compliance with changes.
- Perform other related duties as assigned by the City Council.

PERIPHERAL DUTIES:

- May serve as a member of various employee committees.
- May serve as a member representing the city on local, regional, or state committees.

QUALIFICATIONS AND EDUCATION REQUIREMENTS:

- Education and Experience:
 - Associates or bachelor's degree in public administration or business desired.
 - Attendance or Graduate of a Municipal Clerks Institute, helpful, but not required.
 - Four (4) years municipal government experience helpful, but not required.
- Necessary Knowledge, Skills and Abilities:
 - Knowledge of modern office practice.
 - Knowledge of using a computers and Microsoft Office® software.
 - Previous experience with a government or service organization.
 - Ability to deal with the public, elected officials and other City employees in a positive and supportive manner at all times.
 - Proven skills in accounting/bookkeeping.



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- Proven verbal communications skills including experience in dealing with difficult customers.

SPECIAL REQUIREMENTS:

- Must be able to be bonded
- Valid driver's license
- Must be insurable under the City of Kimball Automobile Policy

TOOLS AND EQUIPMENT USED:

- Personal computer, phone, fax, copy machine, calculator and other tools and office equipment are required.

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 perform repetitive motion tasks, stand; walk; use hands to handle, or operate objects, controls, or tools listed above; 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 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate.

SELECTION GUIDELINES:

- Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.



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- 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 employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	