City of Lawrenceburg

Position Description

Position:	City Clerk
Pay Type:	Salary
Pay Classification:	Full-time
Pay Grade:	25
Department:	City Hall

Responsible To: Mayor

Position Summary:

Under general supervision of the Mayor has overall responsibility for the operations of water utility department. Responsible for the supervision of employees along with participation in the work functions of those departments. This is an administrative position, which maintains all city official records subject to general direction of the Mayor. This position requires considerable independent judgment and the ability to coordinate multiple assignments within established deadlines. Works under limited supervision and reports directly to the Mayor.

Duties/Responsibilities:

- Supervises all personnel assigned to the office.
- Attends all Council meetings; prepares and presents oral and written reports.
- Recording secretary for all committee meetings.
- Prepares and maintains complete and accurate minutes of Council proceedings, and records them in appropriate books.
- Files and maintains all permanent records of the city.
- Serves as custodian of the Seal of the City.
- Ensures that all ordinances meet publication requirements.
- Ensures that ordinances are indexed or codified as required.
- Accepts complaints in person or by phone and attends to their disposition or forwards to appropriate personnel.
- Assists in preparation and administration of annual budget.
- Prepares and/or proofs and forwards notices for property taxes and other licenses and fees; collects payments; forwards delinquent accounts for collection; prepares licenses or permits after receipt of payment.
- Makes bank deposits daily.
- Customer Deposit reconciliation.

- Reviews and approves expenditures and check signatures.
- Calculates and inputs CPI increases.
- Maintains petty cash fund for the city.
- Prepares purchase orders for the department; requisitions office supplies.
- Assists tax and water offices during busy periods, or when other employees are out of the office.
- Reviews employee timecards for accuracy; prepares and distributes payroll; forwards payments and reports to state and federal agencies on scheduled basis.
- Maintains personnel file on each employee; administers employee benefits program; administers worker's compensation and unemployment programs; insures confidentiality of personnel records.
- Responsible for locating, preparing and writing grants for the City.
- Types or supervises the typing of ordinances, resolutions, minutes, correspondence, etc.
- Assists the Mayor in planning, organizing, supervising, coordinating and evaluating all activities and programs of the city.
- Supervises and performs research activities and provides advice regarding policy formulation and city problems.
- Assists department directors with program implementation and administration.
- Assists with preparation and administration of the operating and capital improvement budgets.
- Represents the Mayor at meetings and public functions as requested.
- Performs public relations functions as requested.
- Responsible for compliance for all credit card companies affiliated with water utilities, tax collection and business licenses.
- Maintain City Website.
- Maintain the City and Hammond Creek Dog Park social media.
- Responsible for calculating city taxes and rates.
- Collect and record Insurance Premiums.
- Collect and record Utility Tax Collections.
- Assist Cemetery with software, deposits and mailing of Deeds.
- Reporting Insurance claims, adding and removal of property on insurance.
- Responsible for New Employees paperwork for employment.
- New employee Drug testing.
- Prepares and issues monthly import and export of water readings to systems, checking for accuracy, ordering re-checks if necessary.
- Monthly water reports.
- Monthly Water Department Bank Drafts.
- Member of KMCA, attend Bi-monthly meetings and assist on committees.
- Assist with Main Street and Park areas landscape and flower projects.

Required Skills/Abilities:

- Skill in working with the public.
- Communication skills.
- Decision making skills.
- Skill in working with computer hardware and software.
- Ability to plan, implement, administer and evaluate, and make incremental adjustments in local government programs and projects.
- Ability to accurately prepare and/or supervise the preparation of reports and forward to required agencies on a timely basis.
- Ability to plan, organize, direct, coordinate and evaluate the activities and employees of the department, including streets/roads and utilities.
- Ability to analyze the effectiveness of departmental activities.
- Ability to make decisions in accordance with applicable laws and policies, and to accept and share responsibility for all matters affecting the Public Works Department.
- Ability to make arithmetic calculations efficiently and accurately.
- Ability to prepare and maintain accurate reports.
- Supervisory ability.
- Ability to type accurately.
- Ability to deal tactfully but firmly with the public.
- Ability to establish and maintain effective working relationship with city officers and employees, and the general public.

Education and Experience:

- HS Diploma or GED.
- 5-7 years of prior experience in an office setting; additional education may be substituted for work experience requirements on a year for year basis up to a maximum of four years.
- Must complete Kentucky Municipal Clerks Training within first three years of employment.
- Prior supervisor experience is required.
- Working knowledge of local government is a plus.
- Must have valid and current driver's license.

Certifications:

- Certified Municipal Clerk designation by International Institute of Municipal Clerks and Certified Kentucky Municipal Clerk designation by Kentucky Municipal Clerks Association preferred, but not required.

City of Lawrenceburg

Physical Requirements:

- Walking, twisting, stooping, and bending on a regular basis.
- Must be able to sit at a workstation for an extended period of time.
- Ability to lift up to 30lbs occasionally.

EEO Disclaimer:

The City of Lawrenceburg provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other trait or characteristic protect by federal, state, and local laws.

This policy applies to all aspects of employment, including recruitment, hiring, placement, promotion, discipline, demotion, termination, layoffs, recalls, leaves of absence, training, compensation, and benefits.

The City of Lawrenceburg position descriptions are not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

City of Lawrenceburg - Position Description Revised & Approved 2/5/24