

ORDINANCE NO. 10

CREATING NON-ELECTED CITY OFFICE OF DEPUTY CITY CLERK/TREASURER

BE IT ORDAINED BY THE CITY OF RUSSELLVILLE:

SECTION I: There is hereby created the office of Deputy City Clerk/Treasurer.

SECTION II: For powers and duties of the office, see attached class specification (job description.)

SECTION III: The Oath of Office to be executed shall be that set forth in Section 228 of the Constitution of the Commonwealth of Kentucky.

SECTION IV: Before entering the duties of this office, the Deputy City Clerk/Treasurer shall execute bond to the City, with a corporate surety authorized and qualified to become surety on bond in this state, in the amount of in accordance by State Law

SECTION V: Compensation for this office shall be set at Grade 21 in accordance with the City's compensation plan; the compensation plan and classification plan shall be revised to incorporate this class specification.

SECTION VI: The Personnel Policies and Procedures of the City shall apply to this office.

SECTION VII: This ordinance shall become effective after two readings and the publication requirements have been met.

Date of First Reading: 8/19/97

Date of Second Reading: 9/2/97

Date of Publication: 9/19/97

Signed: 
Mayor

Attest: 
City Clerk/Treasurer

Class Title: Deputy City Clerk/Treasurer

Dept/Div: Administration / City Clerk/Treasurer's Office

Supervisor: Mayor / City Clerk/Treasurer

Supervises: Personnel Assigned to Office in the Absence of the City Clerk/Treasurer

Class Characteristics: Under general administrative direction of the Mayor and/or the City Clerk/Treasurer, assists the City Clerk/Treasurer with all functions of the office; supervises personnel assigned to the office in the absence of the City Clerk/Treasurer; performs related work as required.

General Duties and Responsibilities:

Essential: Performs all duties of the office in the absence of the City Clerk/Treasurer, including preparation for all Council meetings; attending meetings; completing and accurate recording, distributing and filing minutes of meetings; publishing ordinances; maintaining official records of all Council actions and all records of the city not specifically assigned to separate departments. May supervise the preparation, proofing and mailing of notices for utility bills, tax bills, license fees, and other city revenues. May assist with collection of revenues; makes bank deposits. Assists with maintaining all receipts and disbursement records up to date; reconciles same with bank statements. Prepares, distributes and records required reports. Assists Mayor with preparing annual budget and its presentation to Council; assists in administering budget. May apply for and coordinate federal and state grants-in-aid for the city; may supervise their administration, including preparation of necessary status reports. Assists with issuing purchase orders; accepting invoices and checking for accuracy; paying all bills for the city. Assists with system control for computer hardware/software system. Supervises all personnel in the office in the absence of the City Clerk/Treasurer, including approving time cards, authorizing time-off for annual leave, etc. Implements and executes directives of the Mayor. May supervise payroll function, insuring that checks are prepared and distributed in a timely manner. May supervise employee benefits programs. Insure that employee records are maintained. Insures that required monthly, quarterly, and/or annual reports are prepared and distributed as required. Receives inquiries from the public and attends to their disposition or forwards to appropriate person or department.

Non-essential: None.

MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent supplemented by three years related work experience; additional education may be substituted for the required work experience on a year-for-year basis up to a maximum of two years.

Special Knowledge, Skills and Abilities:

Knowledge: Knowledge of public administration theories and practices, including financial management, records management, and personnel administration. Knowledge of the theories and practices of municipal financial administration. Knowledge of federal, state and local laws, administrative regulations and ordinances relating to operations of city government. Knowledge of parliamentary procedures. Knowledge of preparation and management of official records of the city. Knowledge of financial administration in public organizations. Knowledge of banking practices. Knowledge of modern office procedures, office machines and equipment, including computers.

Abilities: Administrative and analytical abilities. Ability to supervise other personnel in the department while assisting with required duties in the absence of a higher authority. Ability to prepare and maintain records accurately and efficiently. Ability to communicate effectively, orally and in writing. Mathematical abilities. Ability to learn applicable computer software programs. Ability to use keyboard efficiently and effectively. Ability to establish and maintain effective working relationship with city officers and employees, and the general public. Ability to be tactful, patient, firm and diplomatic.

ADDITIONAL INFORMATION

Instructions: Very general; must use own judgment much of the time.

Processes: Must occasionally consider different courses of action, or deviate from standard operating procedures, to get the job done.

Review of Work: Work is reviewed through reports, records, etc.; all financial records are audited annually.

Analytical Requirements: Assignments involve continual analysis of figures, trends and results of all kinds which directly affect the policy of the city.

Tools, Equipment and Vehicles Used: Normal office equipment: computer, copier, calculator, cash register, telephone, fax machine, etc.

Physical Demands of the Job: Work is usually performed in an office at a desk or table; ~~must lift light objects~~ weighing less than twenty-five pounds is an accepted requirement of the job.

Contacts: Public and internal contacts requiring tact and diplomacy are requirements of the job.

Confidential Information: Regular use of confidential information is a job requirement.

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Mental Effort: Heavy.

Interruptions: Constant.

Special Licensing Requirements: None.

Availability: Must be able to occasionally attend evening meetings.

Certification Requirements: Obtaining Certified Municipal Clerk designation by the International Institute of Municipal Clerks and Associate Certified Kentucky Municipal Clerk by the Kentucky Municipal Clerks Association preferred, but not required.

Additional Requirements: Must be bonded.

Overtime Provision: Non-exempt.