



## City of Minatare

### City Clerk Job Description

**Position Summary:** The City of Minatare is seeking an individual for the position of City Clerk. Appointed by the City Council and the Mayor this key administrative position coordinates a variety of tasks and projects related to the administration of front office operations, customer service, maintenance of City records, and other high level administrative duties. The City Clerk serves as the Clerk of the City and official custodian of the City seal and all City records, documents, ordinances, resolutions and regulations. The City Clerk registers voters and conducts national, state, and local elections.

**Supervised by:** Mayor and City Council

**Work Schedule:** 7:30 am to 4:30 Monday – Thursday. Friday from 7:30 to 12(noon). This position also requires the ability to attend meetings scheduled at times other than normal business hours.

#### **ESSENTIAL JOB FUNCTIONS:**

An employee in this position is required to perform the following essential functions. These examples are not an exhaustive list of the duties that the employee may be expected to perform:

- 1) Oversees front office activities related to the Clerk function. Responds to telephone inquiries, assists customers at the counter, and provides general administrative and clerical support to the City and other departments, as requested in a friendly and respectful manner.
  - 2) Serves as Clerk to prepare and posts meeting schedule's. Prepares meeting agenda packets, proclamations, posts & publishes public hearing notices (in accordance with the City Charter and Nebraska law), and attends regular and special meetings, including those held outside of normal business hours; records and transcribes minutes and records all ordinances and resolutions for the City of Minatar
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- 3) Serves as the official custodian of all City records, papers and documents. Codifies ordinances, files and maintains a comprehensive record keeping system for all official City documents. Provides ample notice to the appropriate departments and officials regarding the expiration or termination of any franchise, contract, or agreement.
  - 4) Acts as official custodian of the City seal; certifies ordinances, resolutions, and other documents requiring a City seal; administers oaths of office.
  - 5) Informs Mayor and Councilman when their term is up and if they will be running again to get their information to send to the Gering Courthouse to be added to election ballot.
  - 6) Regularly apprises elected officials, City Mayor and Councilman of changes, updates, or modifications to election laws.
  - 7) Prepares departmental budgets for City Clerk, and Water & Sewer and maintenance of city streets and buildings.
  - 8) Assists in purchasing activities, including preparation of bid notices and processing bid openings.
  - 9) Maintains public and confidential files related to OSHA/MIOSHA reports, Worker's Compensation records, and general liability claims and incidents.
  - 10) Maintains Code of Ordinances. Updates code books.
  - 11) Administers application process for Industrial Facilities Tax Exemption Certification (IFTEC) and other applicable applications or filings as required by ordinance or statute.
  - 12) Maintains and updates the City's website as necessary.
  - 13) Making sure that the newly elected Mayor or Councilmen have an updated Ordinance book. And any other information that they may need to do their jobs effectively.
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### **QUALIFICATIONS AND REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

Applicants for this position should possess the following minimum qualifications at the time of application and or hire. Equivalent combinations of experience and training may be considered.

- A high school diploma or the equivalent, with additional training in office administration equivalent in business administration, or a related field is preferred.
  - Four or more years of experience in an administrative, bookkeeping or clerical support position are required.
  - Needs to be computer literate, including knowledgeable with Micro-soft office.
  - Excellent written and verbal communication skills.
  - The flexibility to attend any and all trainings for the duties of City Clerk.
  - Thorough knowledge of the Nebraska Open Meetings Act and Freedom of Information Act and the City's obligations under both.
  - Knowledge of the principles and practices of general business administration and professional office management.
  - Knowledge of City services, organizational structure, and general operations, to effectively direct and assist the public.
  - Skill in maintaining complex record keeping and document retention systems.
  - Ability to multitask and complete work with a high degree of accuracy.
  - Ability to attend meetings scheduled at times other than normal business hours.
  - Ability to establish and maintain effective working relationships and use good judgment, initiative, and resourcefulness when dealing with other employees, professional contacts, the media, elected officials, and the public.
  - Prior experience and knowledge of financial recordkeeping, bookkeeping, and banking practices, utility billing is required.
  - Need to be able to work with many people with optimism.
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### **WORKING CONDITIONS AND PHYSICAL DEMANDS**

The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of the job.

An employee in this position spends the majority of their time in an office setting with a controlled climate where they sit and work on a computer for extended periods of time; communicate with others in person or by phone; and, move around the office to assist customers, file and complete other administrative duties.

**Nebraska is an “Employment at Will” state. Which means that the employer and the employee have equal rights to terminate employment at any time for any reason as long as no other law is being violated.**

By signing this job description, I have agreed that I am willing to abide by the job requirement and functions of this position.

Employee \_\_\_\_\_ Date \_\_\_\_\_

Mayor \_\_\_\_\_ Date \_\_\_\_\_

