

CITY OF GRANGER JOB DESCRIPTION

CITY CLERK- TREASURER

FLSA Designation - Exempt

Bargaining Union position

Full Time position

Position Summary

This is considered an Executive Level Position. This position performs a variety of routine and complex supervisory, planning, finance and administrative work involving safekeeping of the city funds, accounting records, personnel records, and public records conforming to City and State laws.

Supervision Received

Works under the direction of the Mayor.

Supervision Exercised

Supervises the Deputy Clerk, Clerk II, and Clerk I

Essential Duties and Responsibilities

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

- Prepare and distribute council agendas and agenda materials.
- Ensure notification of public meetings and hearings meet all legal guidelines.
- Attend regular and special City council meetings and workshops, Performs accurate recordings of the proceedings.
- Coordinate and supervise City operations related to finance, accounting, budgeting, and related financial policy transactions.
- Develop, implements, and administers the City's annual budget.
- Administer City banking, investments, and debt policies.
- Prepare and maintain monthly and quarterly financial, accounting, audit, reports.

- Maintain and manage documents, correspondence, ordinances, resolutions, and other City related information files.
- Perform complex accounting procedures to reconcile City accounts and financial records with outside state and federal agencies, banks and financial institutions, and regulatory agencies.
- Provide financial reports, and financial assistance as requested to City Council, City departments and State and Federal agencies.
- Manage the City's finances to provide for bonded debt service for general obligation bonds, revenue bonds, and local improvement district bonds.
- Manage special projects, grants, and programs as assigned by the Mayor.
- Provide public information on City codes, ordinances, council meetings and council action taken.
- Manage, update, and perform safekeeping for all City employee personnel files.
- Perform notary services for City related matters.
- Supervise, coach, train, and motivate staff: coordinate staff training.
- Performs and/or assists subordinates in performing duties, adjusts errors and complaints.
- Administer contracts and agreements with private and public entities.
- Oversee the update of the municipal code.
- Certify records on behalf of the city and attest the Mayor's signature.
- Administer the oath of office for various officials.
- Process and record all land use issues/applications relating to rezones, short plats, street vacations, etc. in compliance with City codes
- Perform all work duties in accordance with the City policies, procedures, safety practices, federal and state regulations, or as assigned.

Required knowledge

- Extensive knowledge of office practices and procedures.
- Knowledge of applicable State and Governmental Accounting, Auditing, and Financial Reporting requirements and standards.
- Working knowledge of governmental accounting principal practices (BARS).
- Ability to accurately record and maintain records.
- Ability to establish and maintain effective working relationships with employees, officials, and the public.
- Ability to communicate effectively verbally and in writing.
- Ability to plan, organize and supervise assigned staff.
- Ability to maintain confidentiality or politically sensitive materials and information.
- Ability to work independently with little direction.
- Research, analyze, interpret, organize, and report on data.
- Read, interpret, apply, and explain codes, regulations, policies and procedures.
- Analyze situations accurately and adopt an effective course of action Ability to perform arithmetic computations quickly and accurately

Acceptable Education, Experience, and Training

- College degree in accounting, finance, business, or related field; and/or
- Five (5) years financial management experience, to include supervisor experience with a government organization; and/or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Special Requirements, Licenses

- Must be bondable (for notary public certification purposes)
- Have a valid Washington State Driver' s License
- Obtain food handler's card

The City of Granger is an Equal Opportunity Employer.