

Deputy City Clerk Job Description City of Palouse

EMAIL applications to deputyclerk@palouse.com

Description:

This position is responsible for all the day-to-day operations of the city, the receipt and safekeeping of all monies of the city, keeping a full and true record of every act and proceeding of the City Council, maintaining a record of all Ordinances and Resolutions in addition to numerous other duties as directed by the Mayor and City Administrator. This position performs a variety of fiscal and administrative functions in maintaining the proceedings, fiscal records, and systems of the city. The Deputy Clerk acts as the account manager for all utility accounts, processes accounts payable and receipts payments in accordance with the city's annual fee and utility schedule. The Deputy Clerk is appointed by the Mayor, subject to confirmation by the City Administrator. The Deputy Clerk is administered a sworn oath of office by the Mayor and is bonded.

Supervision:

The Deputy City Clerk functions under the supervision of the Mayor and City Administrator.

Essential Functions:

Financial:

- Posts financial transactions to the city's accounting system using and understanding governmental fund accounting software;
- Responsible for reconciling, collecting, recording, receipting, and depositing all city monies;
- Performs all the utility billing and adjustments for the city, including manually entering monthly the 530+ water meter reads with 100% accuracy. Maintains accurate records of all utility accounts;
- Performs all Accounts Payable for the city with full attention to detail and accuracy;
- Performs all Accounts Receivable for the city with 100% accuracy;
- Daily accounts reconciliation and bank deposit;
- Monthly bank reconciliation for multiple accounts, ending with and providing a balanced treasurer's report of all accounts;
- Files various reports with state agencies including leasehold tax, excise tax, and building permit fees A8;
- Performs all the Joint Fire Board's monthly reports, accounts payables, and voucher packets, as well as the regular updating of insurance coverages for the JFB.

Administrative:

- Executes the written polices of the Council.
- Interprets and enforces the Palouse Municipal Code.
- Processes & issues building permit applications, having a comprehensive knowledge and understanding of the permitting process and zoning rules in the Palouse Municipal Code;
- Prepares and files various federal, state, local, & county reports, monthly, quarterly and annually;
- Plans, assigns, and directs the collection of all license and permit fees, water & sewer bills, etc. Maintains accurate records and accounts of monies and assessments collected, prepare collection reports, and notify the Public Works Superintendent of water/sewer disconnects;
- Screens and responds to citizens' concerns in a courteous manner, independently providing responses within scope of knowledge, or initiating appropriate actions to respond to requests.

- Management of the RV Park including but not limited to reservations, processing credit card payments & refunds, promotions, and more;
- Manages staffing and administrative functions of the Palouse Pool including annual hiring of certified lifeguards and manager thereof;
- The Deputy City Clerk independently or in conjunction with the City Administrator and the City Attorney prepares draft ordinances, resolutions, proclamations, and public notices;
- Tracks departmental inventory, and inventory ordering;
- Manages the Small Works Roster & Vendor Roster;
- Issuance, receipting, tracking, and reporting of: compost permits, dog licenses, CPL's, work orders, and building permits, etc;
- Periodic document archival with the Secretary of State's Office.

General:

- Attends work on a regular and dependable basis.
- Is sworn to uphold constitutional government and the laws of the community.
- The Deputy City Clerk, holding a visible position in the community, strives to impart to their office standards of quality and integrity that will be above reproach and contribute to the public confidence of the community.
- Strives to be neutral and impartial, providing equal service to all.
- Acts as a notary public.
- Assist the City Administrator, when possible, with the completion of public records requests.
- Attends bi-monthly City Council meetings and produces accurate draft minutes for adoption by the Council. Provides input as requested by the Mayor and Council. Attends additional meetings as necessary.
- Performs general clerical duties including correspondence, filing, sorting and distributing mail, answering phones, counter work and responding to public inquires, etc;
- The Deputy City Clerk performs other duties and responsibilities as assigned by the City Administrator.

Compensation:

- FTE Salary \$38,000 - \$42,000 DOE & DOQ. Benefits package including medical, dental, access to Voluntary Employee Benefits Association (VEBA) account and city contribution equal to 9% of base salary to government 457 retirement account.