

# City of Elma

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## **JOB DESCRIPTION**

**JOB TITLE:** CITY CLERK-TREASURER

**DEPARTMENT:** Administration

**REPORTS TO:** MAYOR

**EFFECTIVE DATE:** SEPTEMBER 2023

**SALARY: \$97,000 TO \$112,000**

The position of City Clerk-Treasurer is a full-time, non-union, management, Fair Labor Standards Act-exempt position which reports directly to the Mayor.

The City of Elma, incorporated on March 22, 1888, lies within the Chehalis River Valley in Eastern Grays Harbor County, about 30 miles West of Olympia and 40 miles East of the Pacific coast. Its modern utility infrastructure, including a state-of-the-art sewage treatment facility and two fiber-optic pipelines; great school district; competent, modern public hospital and wellness center, reliable workforce; abounding natural beauty; and an excellent quality of life bode well for Elma's economic future.

Elma is nestled just south of the beautiful Olympic Mountains, 30 minutes west of Olympia, 30 minutes north of Centralia, and about 50 minutes east of the Pacific Coastline. There are plenty of outdoor activities from hiking and biking, to hunting and fishing right in our back yard. We also have great restaurants and a revitalized downtown.

### **MAJOR FUNCTION AND PURPOSE**

The City Clerk-Treasurer is responsible for all operations pertaining to the City Finance and Revenue department. This position must monitor and control public funds in a dependable, scrupulous, and accurate manner, in keeping with established federal, state, and municipal guidelines. The Clerk-Treasurer performs administrative work conducting the daily business activities of the city including financial management and statutory clerk functions. The Clerk-Treasurer prepares budgets, implements city policies, prepares agendas, executes any assignments given by the council and mayor, attends and participates in council meetings (which normally occur in the evening), keeps records of all council

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proceedings, has official responsibility for accounting for all receipts and disbursements in regards to city funds, is responsible for all clerical records, prepares a variety of financial records, is responsible for Human Resources, overseeing payroll and investments, prepares annual financial report for the SAO, public records requests, receives complaints and information from the public and transmits to staff and/or council to process as needed. The Clerk-Treasurer also serves as the risk manager for the City and Secretary/Examiner to the Elma Civil Service Board.

### **SUPERVISION RESPONSIBILITIES**

This position is a supervisory position. The City Clerk-Treasurer supervises clerical positions within the administrative department. This position proactively leads and supervises assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments. This person needs to be punctual and lead by example.

### **ESSENTIAL FUNCTIONS**

The job duties and responsibilities represented in this job description in no way imply that these are the only duties to be performed. This job description reflects general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility but should not be considered an all-inclusive listing of work requirements. The Clerk-Treasurer may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the workload. The employee occupying this position will be required to follow any other job-related instructions and to perform any other job-related duties requested by the supervisor.

This job description reflects general details as necessary. Specific duties and responsibilities include, but are not limited to:

- Prepares and maintains financial records and annual budget for the City.
- Oversees the process of the City's payroll.
- Oversees Accounts Payable and Receivable and balances monthly reports.
- Oversees Utility Billing procedures and payments.
- Prepares agendas and packets for meetings.
- Attends City Council meetings and records proceedings.
- Executes assignments given by Council and/or Mayor.
- Human Resources Officer.
- Serves as the Public Records Administrator.
- Responsible for all clerical records.
- Maintains insurance records and files claims.
- Maintains official municipal files of contracts, ordinances, and resolutions.

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- Prepares and organizes ballot measures, working closely with the County elections department.
  - Secretary/Examiner to Elma Civil Service Board.
  - Coordinates and performs services such as risk manager, ADA Compliance Officer, Customer Service Representative, and serves as the City's Equal Employment Opportunity Representative.
  - Meets and confers with auditors, officials, utility customers, vendors, community organizations, the general public and other persons to provide information or referral on questions pertaining to City ordinances, policies, finance and administrative procedures, or other laws and regulations.
  - Assists PW Director with grant management.
  - Interact with and assist legal staff under contract with the City.
  - Works as the City's Social Media Coordinator.
  - Maintains City of Elma's Facebook page.
  - Assures staff is sufficiently trained, including redundancy in critical skills.
  - Keeps the Mayor apprised of significant issues needing attention.
  - Performs related duties as assigned.

### **KNOWLEDGE, SKILLS AND ABILITIES**

While requirements may be representative of minimum levels of knowledge, skills and abilities to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.

- Knowledge of municipal accounting procedures and software, specifically Springbrook Express Software.
- Skills in routine office practices.
- Ability to act and make decisions on an independent basis.
- Ability to work well under pressure working on multiple tasks, and sometimes competing deadlines, and at all times demonstrate cooperative behavior with colleagues and public officials.
- Excellent interpersonal communication skills both verbally and in writing; including ability to interact courteously and tactfully with customers, elected officials and employees.
- Analyze, revise, and develop internal policies and procedures.
- Proficient use of accounting software, spreadsheets and word processing software, as well as common office equipment.
- Proven Leadership and Supervisor experience.
- Ability to maintain effective working relationships with various heads of other Departments, public officials and financial institutions.
- Must be willing to assist other office staff when needed.

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### **WORKING CONDITIONS**

Work is performed in an office setting. Close and constant work with computers exposes the individual to normal emissions from the computer monitor. Hand-eye coordination is required to operate computers. Must have ability to use a variety of office equipment. The work area can be noisy.

### **CONTACTS AND RELATIONSHIP**

The Clerk-Treasurer will have extensive contact with a variety of outside agencies (e.g. City Attorney, bank, state agencies, etc.) either in person or via the telephone, and/or written communication with customers, and other employees. In addition, this position has extensive contact with the public.

### **PHYSICAL REQUIREMENTS**

The incumbent in this position must be able to discern voice conversation. The Clerk-Treasurer must have the physical ability to perform all essential job functions with or without a reasonable accommodation.

### **RECRUITING REQUIREMENTS**

- At least five-years supervisory experience preferably with City Government with excellent leadership skills
- At least five-years accounting experience with demonstrated Managerial and Administrative experience preferably in governmental accounting
- Experience in the use of standard office equipment and computers
- Knowledge of standard Microsoft computer program applications such as WORD and EXCEL
- Employment history demonstrating progressive responsibility and supervision duties
- Must be bondable
- Notary Public or become one within six-months

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### **EXPERIENCE AND TRAINING**

Any combination of experience and training that provides the desired skills, knowledge and abilities.

The City of Elma is an Equal Opportunity employer and does not unlawfully discriminate on the basis of race, sex, sexual orientation, age, color, religion, national origin, genetic information, marital status, disability status, or any other characteristic protected by federal, state, or local law.

PLEASE INCLUDE AN APPLICATION, RESUME, AND COVER LETTER.

*This job description does not constitute an employment agreement between the Employer and Employee and is subject to change as the needs of the Employer and requirement of the job change.*