

**City of Tenino Job Description  
Administrative Department  
Management/Admin Exempt**

**CLERK/TREASURER**

**This Position Description is the position description referred to in Section 2.08.010 of the Tenino Municipal Code and is in accordance with the requirements for a position description as described in the City of Tenino Personnel Policy Manual.**

**NATURE OF WORK:** Under administrative direction of the Mayor, the Clerk/Treasurer is the City's Chief Financial Officer and is responsible for overall management of the City's finance, official records, computer systems, human resources, court administration, risk management, utilities, and other functions; directs and performs day-to-day operations; supervises the department staff; and participates in City Council and other designated activities.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** The following duties are not inclusive of all duties, and the incumbent performs other related duties, as required.

1. Responsible for the preparation of the annual budget for the City, including revenue projections and organization of programs and goals with the Mayor and Department Heads.
2. Coordinates finance and accounting activities including utility billing, bookkeeping, accounting analysis, financial reporting, internal and external audits, banking, and investments.
3. Directs day-to-day department activities, is responsible for the overall leadership and supervision of department staff, and performs department staff evaluations.
4. Coordinates and performs statutory and other duties of the clerk's office including preparing City Council meeting notices and agendas, attending meetings and other designated sessions, preparing minutes and meeting records, updating municipal codes, and serving as the City's Records Manager.
5. Coordinates and performs such services as court clerk, information technology manager, human resources manager, risk manager, ADA Compliance Officer, Customer Service Representative, and serves as the City's Equal Employment Opportunity Representative.
6. 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.

7. Prepares and presents reports to the Mayor and City Council; takes appropriate action on matters requiring attention; and participates in City Council policy making and review activities.
8. Responsible for Grants Management.
9. Interact with and assist legal staff under contract with the City.
10. Works with the public in disseminating information on Municipal Codes and building permits.
11. Assists Planning Commission and Civil Service Commission in accomplishing their tasks.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

1. Laws, statutes, ordinances, rules, and procedures applicable to cities.
2. Electronic research techniques.
3. Generally Accepted Accounting Principles (GAAP).
4. Budget Accounting and Reporting System (BARS).
5. Municipal accounting program software (BIAS, for example).

Skills:

1. Excellent interpersonal skills including effective communication both verbally and in writing; including ability to interact courteously and tactfully with customers and employees.
2. Read, interpret, apply, and explain codes, rules, regulations, policies, and procedures.
3. Analyze, revise, and develop internal policies and procedures.
4. Proficient use of accounting software, spreadsheets, and word processing software, as well as common office equipment.

Ability to:

1. Plan, organize, and direct operations of the Administrative Offices of the City.
2. Maintain confidentiality of sensitive materials and information.
3. Supervise, evaluate, and direct work of employees.
4. Conduct research on behalf of Mayor, Councilmembers, and Citizens.
5. Read, interpret, apply, and explain codes, rules, regulations

**MINIMUM QUALIFICATIONS:**

Education: A Bachelor's Degree in accounting, public administration, or a closely-related field. CMC Certification preferred, but not required.

Experience: Three to five years of finance, administrative, and professional experience in a comparable municipality, or equivalent, with strong experience in fund accounting, personnel administration, computer systems, and other

administrative matters. At the discretion of the selecting official, four years of related experience as described herein may be substituted for the education requirement.

Licensing: Possession of a valid Washington State Driver's License at the time of appointment, or the ability to obtain one within 30 days, and a driving record acceptable to the City's Risk Manager.

Other requirements. Must be bondable and successfully pass a background investigation. Attendance at evening meetings is required. Occasional travel is required.

**PHYSICAL LIMITATIONS:** Work is generally performed indoors in an office environment. Lifting records and reports may be required, usually not in excess of 50 pounds.