

CITY OF SYLACAUGA JOB DESCRIPTION



APPROVED

DATE: 6-7-22 BY: Council

City Clerk

Department: Administrative and Finance (AF)

Direct Supervisor: Mayor

Pay Grade:

FLSA Status: Exempt

Yearly Salary Range:

JOB SUMMARY:

This position is a Department Head supervisory position organizing, supervising, and coordinating the employees and functions of the Administrative and Finance (AF) Department under the administrative direction of the Mayor of the City of Sylacauga. The City Clerk will manage all departmental employees whose duties and responsibilities relating to the administration and accounting of the City of Sylacauga, including: accounting functions, bid and contract services, council meeting processes, municipal elections, business license functions, tax administration, and building repair and maintenance processes. The City Clerk will also be required to work closely with various organizations and professionals to ensure municipal government operations and accounting procedures meet established standards and other similar requirements. This position may be required to perform other duties as needed or upon request.

PREREQUISITES IN EDUCATION & EXPERIENCE:

- Minimum of either of the two (2) following combinations in education and field experience for a total credit of ten (10) years of field experience:

Bachelor's Degree	6 Years of Experience
Associate's Degree	8 Years of Experience

- Degrees must be in qualifying programs related to accounting/finance, political science, public administration, office administration, office management, business administration, business management, or similar degrees.
- Certifications or Licenses must be in a qualifying field of accounting/finance; business management; business administration; office management; office administration; communications; grant writing; or equivalent training programs such as those required for municipal clerks within the Alabama Association of Municipal Clerks and Administrators (AAMCA) program aligned with the International Institute of Municipal Clerks (IIMC) education guidelines.
- Field experience is required to relate to accounting/finance, business/office administration, business/office management, contract negotiation, municipal elections, grant administration, and/or governmental operations. A minimum of half (50%) of the related field experience should be served in a supervisory and/or executive capacity in governmental accounting.
- **Must be bondable.**
(This bond is a type of insurance agreement which guarantees reimbursement to the City of Sylacauga for any financial losses caused by fraudulent or dishonest acts by employees such as theft, embezzlement, or forgery.)
- **Alabama Association of Municipal Clerks and Administrators (AAMCA) designation as Certified Municipal Clerk (CMC) is preferred, but not required. CMC certification must be obtained within thirty-six (36) months of hire. Subsequent AAMCA designation as Master Municipal Clerk (MMC) must be obtained within seventy-two (72) months of hire.**
- **Required to obtain Certified Alabama Planning and Zoning Official (CAPZO) certification within the first twelve (12) months of hire and maintain certification status thereafter.**



City Clerk

GENERAL EMPLOYMENT PREREQUISITES AND CONTINGENCY CLAUSES:

- Must be 18 years of age or older.
- Score (70) or higher on Civil Service Board exam, including City of Sylacauga years of service credit.
- Submit to pre-employment drug/alcohol screening and background investigation.
- Submit to bonding, security, and insurability processes as they apply.
- Comply with City of Sylacauga Employee Handbook policies, procedures, and standards of operations.
- Comply with departmental directives, policies, procedures, and standards of operation.
- Maintain confidentiality of personal and business information not deemed public record.
- Attain certifications and/or trainings required to effectively perform job duties, including travel.
- Dress in neat, clean, professional attire, including any provided uniforms and/or personal protective equipment (PPE).
- Flexible to work unscheduled hours, holidays, and weekends when necessary to achieve goals.
- Valid Alabama driver's license with driver's history suitable for insurability.
- Lift a minimum of twenty-five (25) pounds independently.

JOB KNOWLEDGE AND SKILL REQUIREMENTS:

- Required Knowledge:

The City Clerk must have substantial knowledge in the principles, concepts, methods, practices, codes, ordinances, laws, equipment, and processes applicable to: municipal government structure and workflows; Robert's Rules of Order and meeting etiquette; recording of meeting minutes; customer service techniques; professional communication; records management; public record; confidentiality; legal terminology and procedures necessary for creation and interpretation of legal documents such as, but not limited to, ordinances, contracts, insurance documents/claims, lawsuits, and similar binding governmental documents; and business/office administration/management.

The City Clerk must have comprehensive knowledge in the following areas: municipal election processes; Generally Accepted Accounting Principles (GAAP); governmental accounting processes; grant administration; tax administration; budgeting; bid process; negotiation techniques; and facility maintenance and repair.

The City Clerk's field experience must include the following: accounting/finance, business/office administration or management, contract negotiation, municipal elections, grant administration, asset and inventory control and management, tax administration, bid processing, contract negotiation, and/or governmental operations.

- Required Skills:

The City Clerk must possess skills to perform: computer operations; mathematical reasoning utilized in complex financial and accounting applications; reading comprehension necessary to understand, interpret, and apply complex technical literature, codes, regulations, reports, and like material; communication techniques to include written correspondence and in-person presentations; strong supervisory administration; strong interpersonal skills to communicate with subordinates, coworkers, leaders, organizations, and community members; and sound reasoning to make difficult decisions under pressure.



City Clerk

DUTIES, TASKS, AND RESPONSIBILITIES:

- **Attendance and Scheduling:**

The City Clerk will have a sustained schedule of a minimum of forty (40) hours weekly and remain on-call except during times of sick or vacation leave. The City Clerk is responsible for building and implementing the scheduling of work periods of subordinates to include approval of leave and overtime. The City Clerk is responsible for validating and overseeing the proper submission of the Administrative and Finance (AF) Department's payroll.

- **Public Service Interaction:**

The City Clerk's interactions outside of city employees and officials include the general public, vendors, business owners, municipal election officials, bid participants, contractors, architects, grant officials, attorneys, auditors, other governmental personnel of various levels and areas, and other parties of like nature.

- **Financial Management:**

The City Clerk will be responsible for anticipating, forecasting, and participating in departmental budgeting on behalf of the Administrative and Finance (AF) Department and facilitate the development of the Mayor's annual budget for the City of Sylacauga. Due to designation as the Purchasing Agent for the City of Sylacauga, authorization of expenditures will rest upon the City Clerk of the Administrative and Finance (AF) Department and the city as a whole.

- **Record Management:**

The City Clerk will oversee the implementation and management of accurate recording and reporting of Administrative and Finance (AF) Department functions performed personally and by department subordinates.

- **Functions Related to Human Resources and Supervision:**

The City Clerk will anticipate and comply with standard operating procedures regarding: budgeting staffing levels; evaluating and updating job descriptions in conjunction with Human Resources personnel; selecting personnel for hire; performing duties surrounding hiring procedures; developing and establishing departmental goals, standards, operations, and procedures for subordinates; ensuring the scheduling and maintenance of training for all departmental subordinates; performing job performance evaluations for all departmental subordinates; and administering disciplinary protocols.

- **Responsibilities for Safety Protocols:**

The City Clerk will ensure that subordinates in the Administrative and Finance (AF) department are compliant with all safety protocols of the City of Sylacauga. The Administrative and Finance (AF) Department specialized safety protocols will be established, and implementation ensured, by the City Clerk.

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JOB SPECIFICATIONS:

- Position-Specific Duties and Responsibilities:
 - Perform administrative and financial functions of municipal government operations.
 - Generate council agendas with supporting documentation for city council meetings.
 - Facilitate city council meetings and record meeting minutes for public record.
 - Act as official custodian of municipal records related to the City of Sylacauga.
 - Codify and maintain official record of municipal ordinances.
 - Certify and attest to validity of municipal records.
 - Designated as Treasurer for the City of Sylacauga upon approval by City Council.
 - Research, coordinate, and testify regarding legal suits involving the City of Sylacauga.
 - Coordinate and announce public hearings/meetings in compliance and transparency.
 - Publish press releases and legal documents as required by law.
 - Facilitate risk management, insurance claims, and related processes for the city.
 - Prepare, distribute, and process bid documents.
 - Administratively support and communicate municipal needs to municipal officials.
 - Oversee and facilitate municipal accounting functions.
 - Develop and enforce internal controls of Administrative and Finance Department.
 - Act as municipal representative as requested by the Mayor and/or City Council.
 - Facilitate municipal election processes and certification of results.
 - Coordinate repair and maintenance implementation of city-owned facilities.
 - Generate reports/presentations on municipal standing and/or compliance to official regulations, grant standards, bid processing, contract negotiations, and similar tasks.

[Signature] DATE 6/7/22 BY City Council
Kimberly B. Morris / Interim City Clerk / Treasurer 6-7-22
Job Description Approval - City Council - Resolution _____ Date _____

Robin O. Morris 10-27-22
Job Description Approval - Civil Service Board _____ Date _____

The content above reflects general details as necessary to describe the essential functions of this job and the level of knowledge and skills required, but should not be considered an all-inclusive listing of work requirements. Please be advised that this document should not be construed, in any manner, as a contract of employment. I have read and understood the responsibilities and requirements of this position.

Employee Signature _____ Date _____

Manager / Supervisor _____ Date _____

RECEIVED BY HUMAN RESOURCES FOR PERSONNEL FILE:

Human Resources Signature _____ Date _____