



Job Description

JOB TITLE: Deputy City Clerk		DEPARTMENT: Finance
REPORTS TO: Finance Director	SUPERVISES: None	FLSA STATUS: Hourly

DESCRIPTION OF WORK:

General Statement of Duties: Performs professional work as outlined in Minnesota Statute 412.151. Assists City Administrator, Public Works Director and Finance Director.

Supervision Received: Works under the general and technical supervision of the Finance Director.

TYPICAL DUTIES PERFORMED:

The listed examples may not include all duties performed by all positions in this class. Duties may vary somewhat from position to position within a class.

City Council:

- Attends meetings of the City Council; arranges and publishes notices of meetings and ordinances as required by law; records minutes of all proceedings and maintains accurate and complete records of all actions.
- Administer oaths and affirmations. Takes and certifies acknowledgments as required.
- Responsible for technological needs for all Council and Commission meetings as needed.
- Organizes the yearly Board of Review meeting in accordance with State statute.
Attests the Mayor's signature on all official documents wherever required or sanctioned by law.

Assists the Finance Director with:

- Year-end reporting to the State and County including the Lobbyist Expenditure report, PERA Annual Leave report, and OSHA 300 Summary report.
- PERA Fire Department/Police Department Certification report.
- Annual audit.
- Compiling information for Quarterly Billing of the Police Reserves.
- Monitoring and checking all City staff required certifications.
- Sewer connection fees.

Payroll/Human Resources

- Assists with the distribution, review, and data entry of employee packets for newly hired seasonal staff.
- Performs bi-weekly payroll duties including but not limited to: reviewing time sheets for accuracy and in accordance with City employee policies and union contracts, entering data necessary to generate payroll amounts, and uploading files to bank for direct deposit to employee bank accounts.
- Assists with maintaining and updating employee records related to pay and deductions.
- Assists with maintaining vacation and sick leave schedules for all employees.
- Assists with quarterly and year-end reports and W-2s.
- Performs ESST tracking for seasonal employees.

Elections

- Attends educational sessions related to changes in election laws.
- Hire election judges and assign them to precincts.
- Administer health care facility absentee voting.
- Handles election budget.
- Works closely with Houston County Auditors Office during election proceedings.
- Conducts City elections in accordance with state and county requirements and applicable laws.
- Acts as the local authority for municipal elections.
- Responsible to notify the State of changes to regular City elections and precinct boundaries.
- Responsible for polling places, election judges, required judges training, campaign finance reports, and all posting and publications required.
- Responsible for ensuring ballots and voting equipment are returned to the County at the end of election day.

Other duties:

- Maintains official copies of City Resolutions and the City Code of Ordinances.
- Provides Notary Public services for City legal requirements, residents, staff, and the general public.
- Receives requests, complaints, and information from the public and transmits to the City Administrator.
- Provides certified copies of proceedings and records of the City upon request.
- Responsible for City corporate seal.
- Creates and distributes the bi-annual City Newsletter.
- Responsible for coordination of information between the City and the U.S. Census Bureau.
- Responsible for making sure the Marketing and Promotional Agreements are renewed annually. Monitors compliance on a quarterly basis and provides

updates to the City Council.

- Develops, maintains, and oversees a City-wide records retention/management system including policies, procedures, and schedules in accordance with state laws and guidelines; and prepares related reports to the State.
- Responsible for maintenance of the City's website.
- Responsible for developing and maintaining City promotional materials.
- Assists as needed to allow for continuity of operation at City Hall.
- Assists with Golf Course reports and end-of-year inventory.
- Helps coordinate committee meetings as necessary
- Responsible for annual certification requirements to maintain Tree City USA, Bird City, and Heart Safe Community designations.

PREFERRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Thorough knowledge of City operations.
- Considerable knowledge of state and federal laws, City ordinances, and policies and regulations applicable to City government, and general governmental operation.
- Considerable knowledge of election procedures.
- Ability to communicate effectively, both orally and in writing, with City staff, elected local officials, state and county officials, and the general public.
- Considerable ability to organize work and complete multiple tasks at the same time.
- Experience with Microsoft Office Suite.
- Payroll processing experience.

MINIMUM QUALIFICATIONS:

- Two-year Associate's degree in business or related field, with 2 years minimum experience in business or municipal government.
- Ability to obtain Minnesota Municipal Clerk Certification within four years of appointment.
- A valid driver's license is required