City of Stewart
Job Description for City Clerk/Treasurer

Job Title: City Clerk/Treasurer
Supervisor: City Council
Nature of Work: Administration

SCOPE OF WORK:
The duties of the City Clerk/Treasurer shall include the City Clerk and Treasurer duties as defined in Minnesota Statute 412.141 and 412.151.
The City Clerk/Treasurer will perform specialized work in accounting duties, administrative duties, human resource duties, and public service duties. The City Clerk/Treasurer must work cooperatively with all City staff and the City Council for the benefit of the City and the City residents.

MAJOR AREAS OF RESPONSIBILITY:
Accounting Duties:
➢ Maintain city financial records, financial reports and statements, annual budget, and annual audit
➢ Oversee all payroll, accounts payable and accounts receivable
➢ Transfer funds between accounts and oversee reconciliation of all checking and savings accounts
➢ Process utility billings, delinquent billings, collect utility billings and process all deposits
➢ Act as Official Signer on the city’s accounts along with the Mayor and Acting-Mayor

Administrative Duties:
➢ Prepare reports, correspondence, memos, letters, and ordinances relating to municipal services, projects, and issues, post, publish and mail all necessary public notices
➢ File reports with appropriate state, federal, or county offices
➢ Attest the Mayor’s and Acting-Mayor’s signature on official documents
➢ Maintain responsibility for the city seal
➢ Oversee and process applications for liquor licenses, building and zoning permits, ATV/golf cart permits, rental licenses, and animal licenses
➢ Maintain addressing grid for the city
➢ Administer local elections in accordance with County, State and Federal requirements
➢ Prepare and maintain agenda and minutes for City Council Meetings and Planning and Zoning Meetings
➢ Maintain book of Ordinances and Resolutions for the city
➢ Attend council meetings, Planning and Zoning meetings and Stewart Fire Department Relief Association meetings
➢ Supervise the Deputy Clerk and Janitor

Human Resource Duties:
➢ Supervise the hiring of new personnel (advertise vacancies, distributes applications, inform applicants of procedures, schedule interviews)
➢ Maintain personnel files
➢ Knowledge of Data Privacy and Open Meeting Laws

Public Service Duties:
➢ Receive requests, complaints, and information from the public and transmit to staff and/or the City Council
➢ Serve as public information officer regarding the City Code of Ordinances

Miscellaneous:
➢ Maintain computer hardware and software
➢ Research ordinance information as needed
➢ Perform any other duties at the direction of the Mayor and the City Council
City of Stewart
Job Description for City Clerk/Treasurer

KNOWLEDGE, SKILLS AND ABILITIES:
➢ Knowledge of office practices and procedures
➢ Knowledge of accounting/bookkeeping principles and automated billing practices
➢ Knowledge of City services, operations, and departmental policies and practices
➢ Knowledge of election laws, policies, and procedures and equipment operation
➢ Ability to comprehend and apply the Open Meeting Law and Data Practices Act
➢ Ability to communicate effectively, both orally and in writing
➢ Ability to establish effective working relationships with City officials, supervisors and their employees, representatives of other governmental units, and the general public
➢ Ability to work with limited supervision
➢ Ability to conduct research as needed for items such as projects and programs

TRAINING AND EXPERIENCE:
➢ High school degree or equivalent
➢ Course work in accounting/bookkeeping
➢ Three years of previous experience in position with accounting / bookkeeping emphasis
➢ Public Relations
➢ An equivalent combination of education and experience may be substituted

PREFERRED QUALIFICATIONS:
➢ Post-secondary course work in accounting/bookkeeping, secretarial, or office administration
➢ Computer knowledge – Microsoft Office

The job description is subject to change as the needs of the employer and requirements of the job change.

Pay Grade Level – 5 to 8