



JOB DESCRIPTION

Revised November 2, 2022

Job Title: City Clerk/Treasurer
Job Status: Permanent Full-Time
Pay Grade: Grade 7, CY22 Alaska General Schedule
Pay Rate: Between \$50,216 and \$60,255 Depending on Qualifications & Experience
Department: Administration & Finance

Position Summary

City Clerk/Treasurer works under direction of the Thorne Bay Mayor and City Council, and closely with the City Administrator. The City Clerk/Treasurer will plan, schedule, and perform a wide variety of specialized, confidential, complex, professional and programmatic work for the City Council. In addition to Clerk and Treasurer duties, the Clerk will manage the City's Website, act as a 911 dispatcher, Passport Acceptance Agent and a Notary Public. The clerk must be able to work evenings and nights on occasion to fulfill duties and responsibilities of position.

ESSENTIAL FUNCTIONS OF THE CITY CLERK:

Essential and other important responsibilities may include, but are not limited to, the following:

- Provides quality administrative support to the Mayor and Councilmembers and City Administrator.
- Attend meetings of the governing body and its boards and committees as required and keep record of its proceedings.
- Prepare, and distribute agendas, take minutes, and publicize all information which is required to be publicized by the law.
- Serves as parliamentarian using Municipal law and Robert's Rules of Order. Takes minutes and records all meetings.
- Maintain secure copies of all City documents and council proceedings.
- Oversees and manages City record retention policy. Ensures proper maintenance and security of all city records.
- Maintain and updates the official municipal code.
- Manage municipal records and develop retention schedules and procedures for inventory, storage and destruction of records as necessary. Maintain an indexed file of and filing system for all permanent municipal records, provide for codification of ordinances, and authenticate or certify records as necessary.
- Serves as custodian of the city seal and attests seal to all documents as required.
- Serves as FOIA officer. Provides access to public records and ensures public notice of all cities

records as required by municipal code and state law.

- Creates and publishes the City's Monthly Newsletter.
- Assists in legislative matters.
- Prepares reports, correspondence, resolutions, and ordinances for council agendas as directed.
- Performs general office duties, such as dictation, typing, proofreading, distributing official forms, scheduling appointments.
- Administers all municipal regular and special elections. Accepts filings for council. Ensures conformance with municipal code regarding publications, notifications, candidate verifications, certifications, recall initiatives and referendum petitions. Maintains all election records.
- Administers oath of office. Orients new council members in administrative and legal procedures and requirements. Posts notices of vacancies on council, commissions, and all other open seats.
- Collaborate with other City staff to assist in the implementation of goals objectives, policies, or priorities.
- Receives and records all petitions and miscellaneous claims.
- Act as a 911 dispatcher for EMS and Fire Services during regular business hours.
- Manages the City website.
- Manages the City Gaming License, submits annual reports to the State of Alaska for the City of Thorne Bay's gaming activities.
- Perform such other duties in connection with his office as may be required by law or by the Council.
- All other duties as assigned by the Mayor.

ESSENTIAL FUNCTIONS OF THE TREASURER INCLUDE:

- Act as custodian of all city funds and keep an itemized account of money received and disbursed.
- Have bond to the municipality in a sum which the governing body directs.
- Be responsible for all matters pertaining to the maintenance of all accounts of the City, and the maintenance and care of all property used by the City.
- Compile the annual budget of the City based upon detailed department estimates and work programs and control it under the direction of the Mayor.
- Prepare and submit or cause to be prepared and submitted to the Mayor and governing body such financial reports and other data as may be required.
- Be responsible for the collection, custody, and disbursement of all monies from whatever source.
- Be responsible for all accounting functions for all city departments and offices which includes accounts payable, receivables and payroll.
- Prepare and file all quarterly and annual payroll taxes with the IRS and State of Alaska.

- Invest city money upon directive of the governing body in types of investments allowed pursuant to the Thorne Bay Municipal Code.
- Provide or cause to be provided on a monthly basis to the governing body a summary statement of cash receipts and disbursements; reconciliation statements for banks, investments, and funds; and a statement of expenditures compared with appropriations.
- Act as signatory on the city checking account.
- Prepare small claims court actions and act as city representative in small claims court action.
- Maintain or cause to be maintained a computer database for cash receipts, sales taxes, land sales, land rentals, and other miscellaneous cash receipts.
- Perform the duties of the City Administrator during temporary absences.
- Act as a Notary Public.
- Serve as a Passport Acceptance Agent for the City of Thorne Bay.
- Perform other duties required by law, the governing body and the Mayor.
- Note: Need to include a list of all HR functions required of the position as well.

ESSENTIAL EDUCATION, EXPERIENCE AND SKILLS REQUIRED:

- High School graduate or G.E.D. required. Associates degree with administrative, municipal clerk, or legal assistant training preferred.
- Minimum of two years' experience as an Administrative Assistant, Executive Assistant, Legal Assistant, Deputy City Clerk or City Clerk.
- Ability to demonstrate increasingly responsible administrative experience acquired in a city clerk's office or city administrative office for a city of comparable size.
- Ability to maintain the utmost confidentiality in handling all information.
- Ability to handle multiple tasks and perform effectively under extended pressure.
- Experience in Municipal law and Robert's Rules of Order preferred.
- Experience in computerized records management and word processing systems preferred.
- Certified Municipal Clerk (CMC) designation preferred.
- Pursue International Institute of Municipal Clerks (IIMC) certification by taking the Certified Municipal Clerk (CMC) Program.
- HR training and experience
- Information Services or Information Technologies experience preferred.
- Excellent oral and written communication skills.
- Ability to conduct independent research utilizing written and oral resources.
- Ability to compose correspondence and develop ordinances and reports.
- Ability to maintain accurate and organized records.
- Ability to work with the public, local and governmental officials and agencies with discretion, tact, and courtesy.
- Possess and maintain a valid Alaska Driver's License.
- Obtain Notary Public status within 6-months.

- While performing the duties of this job, employee will be required to walk; reach with hands and arms; balance; stoop; kneel; or crouch. The employee is frequently required to talk and hear; stand, sit for long periods of time; use hands to handle, feel and use computer keyboard. Specific vision abilities required by this job include close vision and depth perception; ability to look at computer screens for long periods of time.

COMPENSATION AND BENEFITS

The beginning salary range for this position is \$50,216 - \$60,255 depending on experience. The City of Thorne Bay offers generous employee benefits, including the following benefits for regular full-time employees:

Retirement

- City of Thorne Bay employees participate in the State of Alaska Public Employees Retirement System (PERS) in lieu of Social Security.

Health & Wellness Benefits

- City employees are offered medical, dental, and vision coverage. The City covers 80% of the premium cost.

Applications

Job applications are available at Thorne Bay City Hall, 120 Freeman Drive, Thorne Bay, AK 99919, or online at www.thornebay-ak.gov. Please submit completed applications to cityclerk@thornebay-ak.gov, or drop off at City Hall. Position is open until filled and interviews may be scheduled at any time.

The City of Thorne Bay is an Equal Opportunity Employer