



City of Sadieville

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Sadieville, Kentucky 40370

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POSITION DESCRIPTION

City Clerk - Treasurer

I. Introduction

This position is located in the Department of Administrative Services of the Sadieville City government. In their official capacity as City Clerk-Treasurer, the employee functions as an appointed City Official. The incumbent reports to the Sadieville City Commission as a body, with the Mayor providing day-to-day direction and supervision. The incumbent provides broad administrative and financial support services to the Mayor, City Commission, and citizenry. Responsibilities also include duty as the City Personnel Management, Records Management, and Privacy Act Officer. The incumbent provides technical and professional expertise and support in the areas of personnel, records, financial management, customer service, and other areas under the purview of City's Administrative Services Department. The individual is expected to utilize independent judgment and problem solving skills to advise and assist the Mayor and City Commission in the execution of their duties.

This position is a non-elected City Officer (Statutory Reference KRS 83A.080.), and is non-exempt in terms of overtime compensation. General compensation is set in an amount authorized by the City Commission as set forth in paragraph 31.02 of Ordinance 6-28-93, as amended.

II. Requirements And Qualifications Of The Position

- The incumbent must be at least 18 years of age, a qualified voter of the Commonwealth of Kentucky and either be a notary public or qualified to become one.
- Prior to entering upon the duties of the office, the individual is required to take the oath of office as set forth in Section 228 of the Constitution of the Commonwealth of Kentucky, and qualify for post of a bond in favor of the City for the full and faithful performance of the duties of the office in the amount of \$50,000.
- The incumbent must possess and demonstrate such professional training and experience as to ensure competent performance of the specific duties of the office as contained in KRS and applicable City ordinances.

- The employee must be able to keep confidences as information and materials may be involved from time to time that are of a sensitive nature, and thus must be protected.
- The employee is required to possess and demonstrate an advanced knowledge of legal requirements related to keeping and preserving municipal records of all kinds, procedures for City Commission meetings and local government operations, municipal accounting practices and procedures, and modern office management practices.

III. Duties and Responsibilities

The incumbent supports achieving the mission of the City Clerk/Treasurer's office by actively coordinating, assisting, and carrying out administrative services within City offices. Based on an in-depth knowledge of the City Commission's organization and programs, the incumbent performs a wide variety of administrative and support work including records and financial management. Within this basic structure the incumbent performs the following duties:

- Attest all official instruments, documents, and acts of the City as authorized and directed by law.
- Keep and maintain the official seal of the City and affix same when authorized and directed by law; manage and maintain, in collaboration with the City Attorney, the City Code of Ordinances; and, perform such other duties as authorized and directed by pertinent statutes and ordinances.
- Supervise the operation of City Hall.
- Receive and safeguard in an official depository all funds belonging to the City, keeping current, complete, detailed, and accurate accounts and reports of all receipts and distributions of such funds.
- Using a variety of automated tools and related technology, prepare and maintain official City records in draft or final form, as appropriate, ensuring correct assembly, arrangement, spacing, grammar, spelling, etc., of the final product.
- Review City, County, and State level directives and instructional material pertaining to administrative and financial practices and procedures for awareness of new, revised or amended procedures on matters including preparation and processing of correspondence, reports, and forms, filing and mailing procedures, purchase requests, and other administrative documents.
- Take lead responsibility for maintaining official City records indexes, administrative files in electronic, chronological or subject specific filing systems, and manage City files and records in accordance with current needs and pertinent regulatory requirements.
- Serve as the City Personnel Officer, with reference to duties established in KRS Chapter 38, and as the primary point of contact for City personnel issues and actions employing appropriate tracking methods and systems to monitor personnel issues.
- In coordination with the appropriate City officials, research and track budget information for the formulation and execution of the annual City operating budget.

- Manage payroll records and purchases for the City Commission and staff, serving as the primary timekeeper and administrative point of contact, and reconcile and maintain records for all supplies and services.
- Review all document submissions to City Officials determining any follow-up actions required while ensuring appropriate coordination and flow of correspondence with regard to signatures and concurrence by the Mayor and City Commission.
- Attend all regular and special City Commission meetings. Prepare materials used in meetings, including agenda, and backup material pertaining to the items to be discussed. Prepare full and accurate minutes for filing and distribution as requested.
- Makes necessary arrangements for meetings, conferences, and training events, including space, time, attendees, background materials, and/or appropriate briefing materials, training registration, travel authorizations and travel expense reports as requested.
- Represent the City to the citizens and other organizations answering general inquiries and referring technical matters to the appropriate Department heads based on own judgment and general knowledge of the programs and operations of the City.
- Certify and provide copies of any City records to any person or organization desiring same at a reasonable fee established by the City Commission and in compliance with Privacy and Freedom of Information Acts requirements.
- Posses and demonstrate the ability to organize activities and coordinate diverse and multiple tasks in support of day-to-day City Administrative operations.

IV. Supervisory Controls

The employee reports to the City Commission as a whole but day-to-day supervision is provided by the Mayor who defines major objectives and provides general guidance. The incumbent plans and carries out most duties and responsibilities independently, handling most problems and deviations in accordance with established instructions, priorities, commitments and program goals. The employee exercises independent judgment and discretion regarding the extent to which he/she recommends that issues be brought to the attention of the Mayor, City Commission, or other City officials. The Mayor provides guidance in connection with problematic issues and difficult decisions regarding controversial matters or areas where policy guidance is lacking. Completed work is reviewed by the Mayor and/or City Commission for adequacy, accuracy, and conformance to established policies and procedures.

V. Guidelines

Guidelines include the policies, procedures, and commitments of the Mayor and City Commission and City, County, State, and Federal directives and procedures. However, as these may not always be directly applicable, the incumbent is expected to exercise sound and independent judgment in interpreting or adapting them. The incumbent may develop guidelines relating to specific areas.

VI. Complexity

The work involves dealing with problems and issues of both a factual, substantive, and procedural nature. The employee analyzes the issue and provides a report containing the background, options, and recommendations as appropriate. Assignments may require analysis of figures, data, trends, and results of all kinds which directly relate to City policy.

VII. Scope And Effect

The purpose of the work is to support and carry out projects and policies for the Sadieville City Commission and its agents. The incumbent identifies, researches, analyzes, and makes recommendations to resolve problems and issues as needed. Work also involves developing detailed procedures and guidelines.

VIII. Personal Contacts

Contacts are with the public, outside organizations, officials within the City and County, state and federal agencies, and other individuals having need to do business with the City. Contacts are frequent, usually requiring tact and diplomacy, and made as required primarily to obtain or exchange information.

IX. Physical Demands

Work is primarily performed in a typical office setting in adequately lighted and climate controlled space or meeting rooms. Interruptions are common and mental effort ranges from moderate to heavy. Some physical effort and travel may be required on occasion.