

Adopted 8/2/2016
CITY CLERK JOB DESCRIPTION

The city clerk will project a positive image for the city by always tactfully dealing with citizens of Flemington or others approaching the city for information or involvement in projects, in existence or projected, even when there is a known positional disagreement between the citizen and the city council. In so doing, the city clerk must exercise responsible judgment and professional manners in the problem resolution.

The city clerk will essentially represent the city, and as such; high standards of conduct, dress, communication, and manners are essential and required at ALL times, both on the job and when not working.

Works under the general supervision of the mayor and/or mayor pro tem.

Provides general administrative and technical support to the mayor and city council.

Attends all official city council meetings; recurring and/or called, plus workshops.

Maintains documents and facilitates city council meetings by preparing and distributing agendas, taking minutes, and publicizing all information which is required by law to be publicized. Transcribes minutes of city council meetings; distributes to city council for review and approval. Maintains approved minutes as a permanent file.

Assists the LCPC in the creation of ordinances and resolutions by following legal procedures and processes. Documents and publishes approved ordinances and resolutions. Helps create the documents, distributing them for amendment and revision. Publishes them for the public to see when such documents are subject to public release and open records laws. Maintains and retains supporting documentation.

Ensures transparency of city council actions by properly maintaining public records. Promptly handles any open records request.

Organizes, maintains, archives, and deletes records according to Georgia law and the city's records retention schedule.

Provides administrative support in the development of contract specifications, bidding, and requests for proposals (RFP) from potential contractors. Under the direction of city council (or its appointed member) assists in creation, distribution, and coordination related to bidding and award of contracts, including subsequent changes, renewal, and/or termination.

Serves as the point of contact (POC) for issuing licenses and permits, collecting payments related thereto, and managing these business records.

Handles the collection and management of documents related to ethics filings for city council; including campaign contributions and financial disclosures.

Handles the financial administration related to tax and revenue collection. Promptly distributes hotel/motel tax receipts in accordance with appropriate laws in effect.

Assists in the preparation of a yearly budget for the city by providing city council with needed financial data for applicable fiscal years; present, past and projected years.

Ensures the city hall is prepared for routine and recurring city council meetings, special meetings, workshops, and other occasions by having air conditioning or heating systems operating in time to adequately cool/heat the space comfortably. City clerk will gather and maintain a record of all those who attend each meeting through the use of a sign-in sheet, which shall be maintained on file with meeting minutes.

At the direction of the mayor, the city clerk will publish the official agenda which will document and identify all those presenting information and/or proposals to the council. The agenda will be posted at the meeting site and provided to city council in advance.

The city clerk will coordinate routine and emergency building and grounds maintenance with the city councilmember designated by the major and city council as the city POC and will subsequently inform the council of the incident resolution and cost at the next scheduled council meeting.

Works closely with other selected entities on planning, zoning, and annexation; keeps council informed of ongoing/new issues/projects for which they may have interest or ultimate involvement.

Insures fees for garbage collection are paid promptly for all city citizens.

Insures annual fee for fire protection is paid according to current agreement with city of Hinesville.

Using computer programs/word processing, the city clerk will work closely with the designated auditing firm to ensure all receipts and disbursements are properly accounted for and recorded.

The city clerk will ensure the City Hall is open for business in accordance with a schedule approved by the mayor and city council. In the event of an unscheduled absence, such as

illness, the mayor, plus the mayor pro tem and city council members, will be notified via email and/or a telephone call.

The city clerk will act as custodian of city credit cards, issuing to council members as required for use when traveling, attending off-site meetings, and functions wherein the credit card may be used.

The city clerk will also coordinate the mayor and council member's off-site meetings and travel arrangements and will reimburse authorized expenditures when personal funds were used; also pay mileage for POV travel.

Reconciles bank statements monthly; prepares a report of financial transactions for city council to review at next council meeting.

Using various computer software programs and systems, the city clerk will perform necessary tasks to accomplish the administrative, financial, legal, and miscellaneous functions of the city. The city computer system will be backed-up on an external hard drive daily.

The city clerk will maintain an up-to-date listing of all boards/committees requiring a representative from the city and the name of the individual selected to represent the city.

Performs other duties as assigned.