



POSITION DESCRIPTION			
Title	City Clerk	Department	Administration – City Hall
Reports To	City Manager (daily supervision), Council (Formally)	Status	Exempt
Summary	<p>The City Clerk maintains all records and documents for the City of Guyton and serves in an administrative support capacity to City Council and Mayor. Daily work and administrative operations support of the City is performed under the general supervision of the City Manager. The City Clerk serves as the custodian of all City records and public notices including overseeing municipal election processes, oversees accounts payable and payroll processes, and managing the disbursement of funds on behalf of the City. Develops agenda, attends, and records the minutes of all City Council meetings, documenting all ordinances and resolutions passed by Council. Works collaboratively to support all administrative functions of the City.</p>		
Employee Expectations	<p>All team members of the City of Guyton are expected to work diligently and collaboratively in furthering the goals and objectives that serve the city of Guyton and its residents, businesses and guests.</p>		
Position Requirements & Qualifications	<ul style="list-style-type: none"> ▪ Five years’ progressive experience in office management and administrative support roles required. Administrative experience in a public-facing municipal government capacity preferred. ▪ High School diploma or equivalent required, Bachelor’s degree preferred. ▪ Experience with billing processes, accounts payable processes and generally accepted accounting principles required. ▪ Experience with city ordinances, rates, and billing policies preferred. ▪ Knowledge of cashiering operations, collection documents and procedures required. ▪ Ability to be bonded by a surety company required. ▪ Proficiency in Microsoft Office and Google suite of tools required. Proficiency with basic web site maintenance and updates preferred. 		
Essential Job Responsibilities	<p>Recordkeeping & Public Notices</p> <ul style="list-style-type: none"> ▪ Serves as the official custodian of the records and documents belonging to the City of Guyton, maintaining a proper index and organization of all such records and documents. ▪ Prepares and has custody of all municipal records required by law to be kept by the City. ▪ Oversees the issuance of all licenses, badges and permits authorized by Council 		



	<p>and keeps record accurate and organized records thereof.</p> <ul style="list-style-type: none"> ▪ Maintains custody of the City seal and affixes its impression on documents as required. ▪ Oversees the publication of all notices, ordinances, or other documents required by law to be published. ▪ Receives all applications or petitions made to the City for presentation to the Mayor and City Council. <p>Election Processes</p> <ul style="list-style-type: none"> ▪ Serves as election manager and voter registrar for the City, preparing for the election, officiating all notices, ballots, and election supplies necessary in connection with municipal elections. <p>Finances & Accounts Payable</p> <ul style="list-style-type: none"> ▪ Reviews expenditures for each department and monitors per budget allowance. ▪ Oversees the accounts payable and receivable processes for General Government (Ad Valorem Taxes, Business License, Municipal Court Fines and Bonds, etc.). ▪ Assists in the collection of fees for business license, building permits, zoning applications etc. ▪ Keeps an accurate, electronic record of accounts showing all money received on behalf of the City and the source and disposition thereof. Financial records remain open for inspection by the public and City Council members. ▪ Manages the payroll process for City employees, ensuring accuracy in the computation of time worked and wages due to all city employees. Ensures accurate preparation and issuance of City payroll checks. ▪ Maintains accurate payroll records including employees’ hours of work and time off for vacation, sick time or any other leave of absence, per allotted time off and guidelines in the employment policies. <p>City Council Meetings</p> <ul style="list-style-type: none"> ▪ Develops agenda, attends, and records the minutes of all City Council meetings, documenting all ordinances and resolutions passed by Council. <p>City Hall Administration</p> <ul style="list-style-type: none"> ▪ Works collaboratively with City Manager and administrative clerks to ensure City records, data entries, accounts receivables, documents, utility billing processes and City bank account and bank statements are up to date, timely, and accurate. ▪ Performs other administrative duties as needed or directed by the Mayor, Council or City Manager in support of the City.
<p>Traits & Distinguishing Characteristics</p>	<ul style="list-style-type: none"> ▪ Maintains exceptionally high standards of integrity and confidentiality. ▪ Takes ownership of work and demonstrates willingness to accept responsibility for decisions and actions.



	<ul style="list-style-type: none"> ▪ Works collaboratively with all team members and stakeholders of the City. ▪ Seeks and receives feedback graciously and with a dedication to continuous improvement. ▪ Demonstrates commitment to quality in every task performed. ▪ Receives payments and other receipts, and makes change with accuracy and speed. ▪ Reconciles differences in cash and receipts.
<p>Physical Demands</p>	<p>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <ul style="list-style-type: none"> ▪ Much of the work of this position is completed while sitting at a desk, using a computer and phone. Requires talking, hearing and visual acuity sufficient to perform these major functions. ▪ Requires the ability to enter data at a prescribed rate of speed. ▪ Regularly includes traveling to various locations and facilities throughout the City and ability to navigate mobility within a variety of environments. ▪ Occasionally includes reaching above shoulder heights, below the waist or lifting up to 25 pounds for office equipment, supplies and materials.