

CITY OF DAYTON

POSITION DESCRIPTION

JOB TITLE: City Clerk/Treasurer STATUS: Full Time
REPORTS TO: Mayor CLASS: Exempt

FUNCTION: Manage the financial affairs of the City. Direct and manage the preparation of the City's budget. Keep such records and prepare such reports as may be required by law or City Council direction.

ACCOUNTABILITIES:

1. Act as clerk of the City Council. Attend all meetings, prepare agenda, keep minutes.
2. Keep Mayor and Council advised of the general financial condition of the City.
3. Develop and maintain inventory systems necessary to good fiscal practice.
4. Administer the City's purchasing system and capital planning.
5. Hire, train and supervise subordinates as necessary. Assess performance periodically, and recommend salary actions.
6. Maintain good working relationship with the Mayor, the City Council, and the general public.
7. Act as a custodian of the City Seal. Attest the signature of all City officials.
8. Keep and safeguard all records, books, papers, bonds and other valuable documents belonging to the City.
9. Issue licenses and permits required by the City.
10. Maintain all records pertaining to the City Cemetery. Collect fees for burial plots, openings, and endowment care.
11. Prepare and distribute monthly utility billings. Collect and account for receipts.
12. Approve and sign warrants and checks for legitimate City expenditures.
13. Maintain revenue and expense ledger.
14. Develop annual financial reports to meet local, state, and federal requirements.
15. Manage the development and maintenance of the annual City budget.
16. Maintain the City's investment program.
17. Prepare and disburse the City payroll and maintain all related records, and serve as the City personnel officer, excluding police.
18. Cause the legal publication of ordinance and notices as required, coordinates other department activities, excluding police.
19. Serve as a City representative to public and quasi-public organizations, as appointed or elected.

EDUCATION/EXPERIENCE

A High School Diploma, or equivalent, with at least five years experience in governmental accounting in preferred.

SKILLS AND ABILITIES

A strong background in finance and accounting, personnel management, office procedures, computers, BARS accounting procedures, grants administration, archival management is also necessary. Must be bondable.

PHYSICAL DEMANDS: 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.

While performing the duties of this job, the employee is frequently required to walk; use hands to finger, handle, or feel objects, tools, or controls; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to stand, sit, and reach with hands and arms.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.