



FINANCE DIRECTOR/CITY CLERK/COURT ADMINISTRATOR

Title: **Finance Director/City Clerk/Court Administrator**
Dept: **Finance & Administration/Municipal Court**
Compensation: **\$4000 – \$5700 plus benefits, exempt**
Representation: **Confidential**

Description of Essential Functions: This position works under the broad policy guidance and direction of the Chief Administrative Officer (CAO) to manage and supervise operations of the Finance and Administration Department, including the Municipal Court, and to achieve goals within available resources. This position serves as chief financial advisor to the Mayor. The Finance Director/City Clerk provides a variety of routine and complex supervisory, clerical and administrative work in the administration of the City government; and performs a variety of complex supervisory, professional, administrative and technical accounting and finance functions in maintaining the fiscal records and systems of the City.

The Court Administrator position is responsible for developing, implementing, and administering non-judicial functions and daily operations of the Municipal Court. The incumbent supervises the Court Clerk positions. The Court Administrator works under the supervision of the Municipal Court Judge and Chief Administrative Officer, and within the governing framework of state statutes and local ordinances.

The Finance Director/City Clerk position prepares and develops the annual budget in keeping with prescribed State guidelines, conducts monthly budget reviews and is responsible for the posting and reconciliation of ledgers and accounts and the payroll functions of the City. This position maintains and reconciles financial records. The position regularly monitors and reports on the revenues and expenditures to insure sound fiscal control and the efficient use of department materials, facilities and time. The Finance Director/City Clerk assists the Mayor and other directors in budget preparation and oversees the administration and maintenance of their budgets to insure fiscal responsibility.

This position is responsible for the investment of City funds in accordance with the City's policies and goals and state guidelines; is responsible for managing other investment programs, bond financing, and the matching of cash reserves and other assets to budget operating commitments, planned capital improvements and liabilities. This position is responsible for evaluating the City's financial needs and formulating short and long range plans.

The Finance Director/City Clerk is responsible for the preparation, completion and submittal of all state and federal reports, including tax reports. This position prepares and executes the Annual Financial Statements of the Office of the Auditor, and all other financial reports as required by law.

Provides leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.

This position is responsible for the posting and reconciliation of the municipal court ledger and account. The Finance Director/City Clerk is a signor on checks; and is custodian of petty cash funds.

This position deals with case sensitive and occasionally controversial issues affecting the public or other departments. The work requires problem solving skills and may be required to develop creative solutions to funding challenges, as well as produce statistical reports and analyses. The work also requires knowledge of the budgetary, accounting and reporting systems (BARS), GAAP standards, GASB, GAAFR, and pertinent WAC's, RCW's, ordinances and other applicable local, state and federal policies and regulations.

This position requires the ability to interpret, evaluate and apply complex rules and regulations; to conduct research and analysis; and to effectively communicate, both verbally and in writing. This position prepares composite reports from individual reports of the Mayor, Directors and/or subordinates; produces monthly financial reports, including but not limited to, expenditure and revenue reports, updates on investments, general ledger and the City's cash position, and evaluates issues and makes recommendations relating thereto.

This position performs all statutory duties related to City Clerk, City Treasurer, and City Clerk-Treasurer as outlined in RCW 35A. The Finance Director/City Clerk serves as custodian of the City's official records and public documents. This position is responsible for maintaining all city records in an organized manner and oversees the codification of ordinances into the Milton Municipal Code. The position performs certifications and recordings for the City as required, and seals and attests by signature on all legal documents and other records requiring such certification. The Finance Director/City Clerk administers the issuance of municipal licenses, including business and animal, in accordance with applicable City ordinances and other regulations. The position administers oath of office to public officials, registers voters, serves as a notary public, provides public records and information to citizens, civic groups and other agencies as requested, and accepts claims for damages and other legal papers served on the City. This position assists in the preparation of ordinances, resolutions, proclamations and other documents as directed.

The Finance Director/City Clerk prepares for, attends and provides support at regular and special City Council meetings; prepares and advertises meeting agendas, bids and other advertisements, and legal notices of public hearings and special meetings. The position is responsible for preparing and distributing agendas, minutes, and other meeting materials as required, as well as overseeing or performing the accurate recording of said proceedings.

Supervisory Functions: This position supervises the Finance & Administration Department staff, including the municipal court staff, in conjunction with the judge. Supervisory functions include but are not limited to, planning and organizing workloads and staff assignments to insure the effective and efficient use of department time; examining work for exactness, neatness and conformance with policies, procedures, and agency requirements. The supervisor is responsible for providing training, motivation and regular evaluations of work performed. Consistent and regular performance reviews are to be conducted, and discipline is to be administered evenhandedly and free from discrimination. The supervisor is required to provide daily feedback and direct change as needed; to provide strong leadership and direction in the development of short and long-range departmental goals. The supervisor is to maintain harmony among staff and work to resolve grievances or complaints in a fair and timely manner. The supervisor is responsible for the productivity of its staff.

Additional Duties of Finance Director/City Clerk: Other duties include but are not limited to, serving as Notary Public, implementing cost control activities, coordinating the development, preparation and administration of grants for the department; acting as a liaison to the public; serving as a team leader; planning, coordinating, supervising and evaluating programs, plans, services, staffing, equipment and infrastructure of the department; making travel arrangements for the Council and Mayor as directed; studying and standardizing department policies and procedures to improve efficiency and effectiveness of operations, and other tasks as assigned by the Chief Administrative Officer.

The Finance Director/City Clerk works regularly with diverse groups of people and organizations, including the City Council, Commission members, the public and other City employees. The Finance Director/City Clerk is expected to respond to the public and other inquiries relative to the City's policies and procedures.

This position performs all other duties as assigned.

Necessary Knowledge, Skills and Abilities: Considerable knowledge of modern accounting principles, practices and procedures applicable to a municipal setting; municipal budgeting processes; experience in general ledger accounting, general payroll functions and financial management. This position requires the ability to conduct necessary financial and statistical research and forecasting, and to compile comprehensive reports. Knowledge of state and federal policies, laws, and regulations affecting the City's finances and activities. Understanding of the BARS system, GAAP standards and GASB. Considerable knowledge of the legal requirements pertaining to the recording and preservation of all municipal actions. Knowledge and experience in policy development and implementation.

Knowledge of modern records management techniques, including legal requirements for recording, retention and disclosure. Familiarity with utility operations and rate analysis; and contract administration. Skill in operating office tools and equipment and knowledge of general office practices and procedures. This position requires the ability to communicate effectively, verbally and in writing, with employees, consultants, other governmental agency representatives, City officials and the general public. It requires the ability to professionally

deal with the public, staff members and other agencies on the phone and in person; and the ability to establish and maintain effective working relationships with the Mayor, department directors, employees, elected officials and the public.

Minimum Qualifications: Requires a Bachelor's Degree in business management, public administration, accounting, finance or related field, and a minimum of four years experience in government, or an equivalent combination of education, training and/or experience.

Knowledge of Microsoft Office products required; Springbrook desirable.

Licensing and Other Requirements: Must be bondable. Must have a current Washington State driver's license or evidence of equivalent mobility. Must be available to attend council meetings and participate in occasional evening or weekend meetings. Must be a Notary Public or have the ability to obtain license within six months. Must have strong leadership and organizational skills.

Work Environment/Physical Demands: Work is generally performed in a normal office environment in front of a computer. May be required to sit for extended periods of time.

This description was prepared to indicate the general nature, kinds of activities, and levels of work difficulty typically required. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and/or qualifications required of employees assigned to this position. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or is a logical assignment to the position. Individuals may perform other duties as assigned.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The City of Milton is an equal opportunity employer and does not discriminate based on disability, race, gender, religion, age, marital status or national origin.

This job description does not constitute an employment agreement between the City and the employee and is subject to change by the City as the needs of the City and the requirements of the job change.

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