



Dover City Hall –217 West Center Street - PO Box 116 - Dover, Minnesota 55929 – phone 507-932-4314

Job Description

Position Title: City Clerk/Treasurer

Reports To: Mayor/City Council

JOB SUMMARY:

Performs moderate to complex technical duties and responsibilities as the City Clerk under the direction of the mayor. Position is responsible for all statutory functions and legal requirements of the Office of City Clerk; serves as Clerk to the City Council; responsible for state and local elections; municipal licensing, records management, public notices, and serves as the City's Data Practices Responsible Authority; serves as the Treasurer for the City; administers the zoning code and process building permit applications; develops and maintains positive relationships with council, citizens and other groups and agencies. Oversees and aid part-time city employees.

ESSENTIAL DUTIES:

Provides clerical and administrative services for Dover City Council and prepares all notices, reports, and correspondence prior to each meeting. Prepares agendas, takes, publishes, distributes, and files minutes of each meeting; maintains City Seal and receives legal service papers; maintains and interprets City Charter and Code, administers Oath of Office for elected city officials. Maintains City's website.

Is the official record-keeper of the city. Does all notifications for the city, ensuring that all notices, ordinances, resolutions, and other documents are posted, recorded, and published in conformance with existing federal, state and/or local laws, policies, and procedures. Participates as an active member of the City's management team. Prepare recommendations and manage department budgets.

Executes, deeds, contracts, and agreements after ensuring they are accurate and recordable and meet the intentions of the City Council. Develops and administers a comprehensive records management system so that City records are effectively and efficiently maintained in compliance with State law.

Organizes and directs the election process; hires and supervises election judges; arranges for polling places; coordinates testing and set-up of voting equipment with county as needed and makes sure absentee ballots are handled per state elections laws, receives candidate filings, and certifies results of municipal elections to the County.

Oversee the municipal licensing process, including the process of applications and renewals, collection of fees and review of violations. Recommend changes to licensing ordinances, as appropriate.

Performs miscellaneous administrative duties including but not limited to notarizing and certifying documents, attending seminars including training sessions for clerk/treasurers, when approved by Council and or Mayor, serve on committees, and reading publications in one's field. Complete other duties as assigned.

Coordinates/ensures completion of conditions placed on new subdivisions prior to recording of plat with County; prepares developer's agreements to ensure completion of public. Coordinating use and rental of city properties, improvements, obtains acceptable security, releases developer agreement when improvements are complete and renews, reduces, or release security as appropriate.

Acts as city bookkeeper, keeping accounting records of all money transactions, including the dates and amounts of all receipts and the person from whom the money was received, as well as payments requested and approved with their payee and object including payroll. Maintains all financial records.

Provides information and assistance to the public, City Council and City staff on issues regarding records management, data practices, elections, licensing, and the City Code. reviews along the City Council City code recommends and coordinates updates to the Code once approved by the Council. Monitors legislative changes affecting the city and recommends changes to City practices based on those changes.

Supervisor's responsibilities include part-time City staff, carried out in accordance with City policies and applicable laws. Responsibilities include interviewing, recommending candidates for hire, training and developing employees, planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. Coordinating with subcontractors' jobs and evaluating their job performance; recommending subcontractors.

MINIMUM QUALIFICATIONS:

- High school diploma or the equivalent
- Minimum of 2 years' experience in city of business environment as an administrative assistant.
- **Minnesota Municipal Clerks Certification or the ability to acquire within three (3) years of employment.**
- Intermediate proficiency of the Microsoft suite
- Banking and Accounting practices
- Valid driver license

PREFERRED QUALIFICATIONS:

- Bachelor's degree in business administration
- Minnesota Municipal Clerks Certification
- Certified Notary
- Proficient in ACH billing system
- Professionalism, relationship building and good communication skills.
- Time management skills and record keeping.
- Work cooperatively with city officials, other employees, and the public.
- Ability to exercise independent judgment and discretion in decision-making.
- Advance computer software experience and proficiency in Windows, Microsoft Suite, data base management. word processing and accounting software.

Job Type:

- Part time, approximately 25 hours a week including one evening (hours may be set as needed determined by the Dover City Council).
- *The salary range is \$22 to \$26 per hour, depending on experience.*

The City of Dover is an Equal Opportunity Employer