



**JOB ANNOUNCEMENT
CITY OF TROY, AL
INTERNAL/EXTERNAL**

CLASSIFICATION TITLE: CITY CLERK/TREASURER ASSISTANT

FLSA DESIGNATION: EXEMPT/UNCLASSIFIED

OPENING DATE: 11/26/2019

CLOSING DATE: 12/04/2019

SUMMARY DESCRIPTION:

Under administrative direction, this position provides assistance to the City Clerk/Treasurer in conducting administrative functions necessary to the operation of the City, including but not limited to performing complex planning and administrative duties related to cash management, cash collections, investments, fixed assets, bid openings, municipal elections, accounts payable and accounts receivable. Assists in coordinating purchasing and related activities with other city Departments and outside agencies, including documentation.

REPRESENTATIVE DUTIES: Under the Direction of the City Clerk/Treasurer:

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Assist in planning, directing, coordinating and reviewing the work plan for the City Clerk's Office; assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
2. Assist in the processes of accounts payable and accounts receivable and cash collections.
3. Assist in reconciliations of various accounts.
4. Provide significant support in the preparation and administration of the city's budget; monitor expenditures and recommend modifications or adjustments, as appropriate.
5. Assist in compiling, preparing and editing the City Council agenda packet including minutes, transcripts and action letters; review and distribute Council agenda and documentation package.
6. Assist in the preparation and administration of the City-wide records management program; assisting in maintaining, disposing of, and preserving official city documents and records including resolutions, ordinances, deeds, Council minutes, agreements, and reports in accordance with requirements.
7. Assist in maintaining custody of official records and archives of the City including ordinances, resolutions, contracts and various legislative documents; assist in providing record retrieval services to the public.

8. Assist in coordinating and conducting City elections; assist in preparing election booklet and all forms necessary for candidates to run for office; assist in ensuring compliance with election laws.
9. Assist in publishing, indexing and filing ordinances and resolutions; may perform notary public duties.
10. Attend and participate in City Council meetings; record proceedings; direct preparation of minutes, as needed.
11. Assists in serving as liaison for the City Clerk's Office with other City departments, divisions and outside agencies.
12. Assists in the preparation and financial reporting for state and federal grants.
13. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

- Principles, practices and methods of administrative, organization, economic and procedural analysis and development.
- Public administration principles and practices, including organizational structure, budget systems and analysis, modern management, contracts administration, financial record keeping principles and practices.
- Applicable federal, state and municipal laws and procedures, including election laws and procedures, and political reform requirements; standard procedures and rules for the conduct of meetings; state legislative procedures.
- Business computer user applications, particularly related to statistical analysis and formulae.
- Knowledge of modern governmental purchasing regulation and practices.
- Knowledge of a variety of supplies, materials and equipment used by a municipality.
- Ability to properly interpret and make decisions in accordance with laws, regulation, and policies.
- Ability to communicate clearly and concisely, orally and in writing.
- Ability to work cooperatively with executive and management staff, employees and others.
- Ability to understand pertinent federal, state, and local laws, codes and regulations including the Alabama Open Meetings Act.

MINIMUM QUALIFICATIONS

- A. Bachelor's degree in Accounting, Business Administration, Public Administration or a related field from an accredited institution required.
- B. Governmental accounting experience preferred.
- C. Election experience preferred.

MINIMUM REQUIREMENTS TO PERFORM ESSENTIAL FUNCTIONS:

The following requirements are normal for this classification. specific requirements may not apply to all positions within this classification, but are determined by the normal requirements for the particular position.

Essential Physical Abilities
Work is primarily performed in an office setting. The employee occasionally lifts light objects weighing less than 24 pounds.
Supervisory Control
The City Clerk/Treasurer assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.
Guidelines
Guidelines include City of Troy Personnel Policies and procedures, benefits policies and procedures, the Risk Management Manual, and the City of Troy Core Values. These guidelines are generally clear and specific, but may require some interpretation in application.
Complexity
The work consists of related clerk/treasurer duties. The large number of policies, procedures, laws and regulations to be followed contributes to the complexity of this position.
Scope & Effect
The purpose of this position is to provide support to the City of Troy Clerk/Treasurer and to act under his supervision. Success in this position results in greater effectiveness of the City Clerk/Treasurer's processes and services.
Personal Contacts
Contact are typically with employees, co-workers, elected officials, candidates, vendors, and members of the general public.
Purpose of Contacts
Contacts are typically to give or exchange information, resolve problems, and provide services.
Work Environment
The work is typically performed in an office.
Supervision Exercised
None

NOTE:

Statements included in this description are intended to be representative of the duties and responsibilities of this job and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included. This job may also require meetings outside of normal business hours or work on weekends and evenings. Required traveling by auto for training or job assessments.

Successful applicant is required to pass physical examination and drug test, and have a valid Alabama Drivers' License. Position subject to satisfactory background check.

IF YOU BELIEVE THAT YOU ARE QUALIFIED FOR THIS POSITION AND WOULD LIKE TO COMPLETE AN APPLICATION, BLANK APPLICATIONS ARE AVAILABLE FROM:

Human Resources Department
P.O. Box 549
Troy, AL 36081

RESUMES WILL NOT SUBSTITUTE FOR AN APPLICATION.

The City of Troy is a Equal Opportunity Employer.