

JOB TITLE: ASSISTANT ADMINISTRATOR/CLERK-TREASURER/  
BUDGET & HUMAN RESOURCE DIRECTOR (Salaried - Exempt)

ACCOUNTABILITY: Under the direction of the City Administrator and in compliance with State Statute and City Code.

JOB SUMMARY: Performs and assists City Administrator with administrative and managerial work in Municipal Government, including recommending policies & solutions to the City Administrator, Mayor and Council; responsible for the preparation and maintenance of official municipal records; responsible for communication and interpretation of policies and procedures; responsible for the day-to-day supervision and management of operations and personnel in the Clerk and Utility Office; represents the City Administrator when directed; in the absence of City Administrator performs his/her duties when the situation warrants; performs or reviews survey work and wage calculations on the comparability study; acts as custodian for all city funds; performs set-up, establishes meeting schedules, coordinates and guides departmental work on annual City budget; assists in the technical work in administration of the city's personnel system; performs the duties of Civil Service Secretary/Chief Examiner; performs or supervises the duties for the Ex-Officio Secretary/Treasurer for the Seward Airport Authority .

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Administrative: Plans, directs and supervises the daily operations of the Clerk and Utility Office; performs and supervises the maintenance of official city documents and records; develops and prepares Council and Committee meeting agendas and packets with the direction and assistance of the City Administrator; attends and records the minutes of meetings of the Mayor and Council; supervises the keeping of the minutes of all Board and Commission meetings; supervises the daily monitoring and processing of utility billing records and related issues; supervises the monthly fund accounting, reports and claim writing process; responsible for investments of City funds; exercises independent judgment concerning knowledge of the City's laws, regulations, and procedures; assists City Administrator in performing responsible administrative work in analyzing, controlling, recommending and implementing city policy; provides management assistance to Department Heads as requested, or in the absence of City Administrator; provides clerical support for the Mayor and City Administrator; directs official publications; directs and follows up on citizen complaints; performs duties as Secretary/Chief Examiner of the Civil Service Commission.

Budget: Prepares, coordinates and calculates internal budget forms, assists the City Administrator, Mayor, and all Department Heads; in preparation and development of the annual operations/maintenance administrative budget proposal for the City Council, including compiling information to determine property tax requirement and levy; assists Auditors with the preparation of the final budget document, and files the State budget forms.

Personnel Management /Development: Organizes and maintains personnel records for city employees; reviews and approves employee time cards for payroll processing; maintains sick leave and vacation records; recommends updates to the City personnel policy and city code relating to personnel issues; coordinates and calculates survey results of the city's classification and pay plan, assures that necessary changes are made to payroll, and provides information on results to employees.

Technical: Operates the computer and coordinates communication of the City's Information Technology (IT) needs with the consultants; operates copier, calculator, base radio and typewriter in daily activities.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

Assists with information for utility rate studies; provides assistance and coordinates the completion of the yearly audit; supervises the checking and verification of invoices, warrants and expenditures; supervises the use of the Municipal Building and Conference Room at City Hall for meeting schedules; assists and coordinates in-house management training activities; assists City Administrator in the management and implementation of the City's target system; prepares required reports for the Mayor, Council and City Administrator; assists in work with group insurance and pension programs; assists in administering city grants; updates the drug and alcohol testing program when necessary; checks names on petitions and other documents against official registration lists as necessary.

TRAINING AND EXPERIENCE: Graduation from high school; five years of progressively responsible supervisory or lead experience in municipal government accounting procedures; three to four years of experience with various computer programs and functions; Bachelors Degree in Business Administration, Public Administration, Political Science or related field is desirable; or any equivalent combination of experience or training.

SKILLS/ABILITIES: Good oral and written communication skills required to effectively communicate on a daily basis with elected and appointed officials, City employees and the public; High degree of organization skills required to effectively administer City programs, i.e., budget process, etc; Excellent knowledge of basic and computerized accounting principles; Ability to sit and/or stand for long periods of time; Ability to learn and interpret rules, regulations, laws and ordinances affecting municipal financial transaction; Good supervisory skills required; Ability to work more than forty (40) hours per week; Ability to attend meetings and/or conferences in town or out of town; Ability to type from copy at a rate of 60 wpm.

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