



## **AGENDA ITEM #10.3**

# **REPORT TO CITY COUNCIL**

**Report Prepared by: Nancy Malecha**

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**Date: April 5, 2016**

**Subject: Revised Job Descriptions**

**Report:** At the September 23, 2015 Council Meeting, the Council moved to promote Deb Marty and myself to Deputy City Clerk and City Administrator/Clerk respectively. Due to the timing of these events, the job descriptions did not accurately reflect the new job duties and job points assigned to Deb and myself.

Attached please find revised job descriptions for the Deputy City Clerk and City Administrator/Clerk positions. Additions are noted in red and deletions are noted as strikethroughs. The Personnel Committee has reviewed these revisions and are recommending their approval.

**Council Action Requested:** Council motion approving the amended job descriptions for the positions of Deputy City Clerk and City Administrator/Clerk.

Adopted: 2/7/2006  
Amended: 7/1/2014  
Amended: 7/7/2015  
Amended: 4/5/2016

## City of Pequot Lakes Job Description

**Job Title:** Deputy City Clerk  
**Department:** Administration  
**Supervisor:** City Administrator/Clerk  
**Positions Supervised:** None

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### **Position Summary:**

The Deputy City Clerk implements City financial functions and provides assistance on financial related matters. Responsibilities include accurately accounting for financial transactions and funds; managing financial assets; managing accounting functions including payroll and investments.

~~Performs non-supervisory clerical, secretarial, customer service and technical work in the area of utility billing, accounts receivable, accounts payable, payroll, utility billing, and licensing to support the City Clerk's Office. Serves as the main public and phone contact for the City.~~

### **Job Duties:**

1. Finance Duties
  - A. Monitors city accounts payable.
  - B. Prepares and files year-end reporting documents.
  - C. Reconciles revenues, expenditures, petty cash, criminal investigation fund, and monthly bank statements.
  - D. Develops and provides accounting guidelines for budget preparation and compiles departmental budgets.
  - E. Monitors overall budgets and expenses and reports information to State agencies.
  - F. Prepares information for annual financial, workers compensation, and other post-employment benefits (OPEB) audits and works with auditors during audits.
  - G. Processes TIF and tax abatement payments and monitors funds and reports.
  - H. Compiles and monitors capital asset and useful life information.
  - I. Monitors investments and pledged collateral.
  - J. Compiles financial statements for staff, Council, state agencies, and legal publication.

- K. Prepares annual fire contracts.
- L. Compiles Capital Improvement requests.
- M. Coordinates and monitors electronic payment processing.
- N. Monitors and compiles information for collection agency.
- O. Maintains credit and fuel cards for City employees.
- ~~P. Processes Accounts Payable, 1099's, and W9 Records.~~
- ~~Q. Receipts in payments.~~
- ~~R. Makes bank deposits.~~
- ~~S. Accounts Receivable.~~
- ~~T. Other duties as assigned.~~
- ~~U. Assist with audits.~~
- ~~V. Assist with compiling departmental budgets.~~
- ~~W. Reconciles criminal investigation funds.~~

2. Payroll Duties

- A. Prepares City payroll and maintains employee payroll records.
- B. Computes Federal, State, and other miscellaneous withholding reports and sends to appropriate agency.
- C. Tracks employee vacations, sick leave, and PTO.
- D. Monitors and implements, state and federal laws and regulations relating to payroll and insurance issues.
- E. Maintains PERA membership records, contribution records and prepares annual exclusion reports.
- F. Maintains Section 125 plan and schedules annual meetings.
- G. Maintains and assures proper completion of payroll and benefit forms for employees.
- H. Prepares annual enrollment packages for the City's Health Insurance Plans and coordinates and manages enrollment and meetings.
- I. Maintains confidentiality of sensitive material.
- ~~J. Prepare City payroll, verifies time sheets, calculates employee's pay, and prints checks.~~

3. Utility Billing Duties

- A. Provides assistance and ensures accuracy of utility billing process.
- B. Provides assistance to the public.
- C. Process utility billing payments.
- ~~A. Performs water and sewer billing duties.~~
- ~~B. Answers calls and inquiries regarding utility billing issues.~~
- ~~C. Generates and reviews computer reports.~~
- ~~D. Compiles data for water/sewer budgeted revenue.~~
- ~~E. Prepares information for accounts for collections and/or tax certification.~~

4. Administration Duties

- A. Performs records management duties.
- B. Coordinates and maintains the City's website.
- C. Oversees the issuance and renewal of miscellaneous licenses such as liquor, gambling, garbage, transient merchant, and tobacco.

- D. Holds title of Deputy City Clerk to handle duties of the City Administrator/Clerk/Treasurer in their absence.
- E. Prepares correspondence, reports, memos, letters and required documents.
- F. Attends city council meetings in the absence of the City Administrator/Clerk.
- G. Provides assistance to the public and handles incoming calls.
- H. Serves as notary public.
- I. Maintains proper licensing of City vehicles.
- J. Monitors and compiles information for the City's insurances, including worker's compensation, property and casualty, liability, and health and processes claims.
- K. Coordinates cell phone plans and telephone system.
- L. Serves as an election judge and attends training.
- M. Attends safety trainings.
- N. Other duties as assigned.
- ~~A. Responsible for answering and directing incoming telephone calls.~~
- ~~B. Greets, assists and directs public as they enter City Hall.~~
- ~~C. Copies and assembles meeting agenda packets.~~
- ~~D. Processes reservations for City parks and buildings.~~
- ~~F. Responsible for word processing letters, memos, licenses, business cards, etc.~~
- ~~G. Assists Clerk's Office with election process.~~
- ~~H. Scans and categorizes documents using electronic document management system~~
- ~~I. Serves as notary public.~~
- ~~J. Processes Mail~~

**Required Knowledge, Skills, and Abilities:**

- Knowledge of general office practices and procedures.
- Knowledge of generally accepted accounting principles as defined by GASB.
- Knowledge of City operations, ordinances and practices related to finance, budgeting, accounting, and payroll.
- Knowledge of computerized accounting systems and the ability to instruct departmental staff in the use of the software.
- Exceptional customer service and public relations skills.
- Ability to work cooperatively with staff, general public, and state and local agencies.
- Ability to prioritize duties, work independently, and problem solve.
- Ability to present positive and professional image of the City.
- Ability to use computer and related software as well as other related office equipment.
- Ability to keyboard rapidly and accurately.
- Ability to maintain confidentiality of sensitive material.
- Ability to work with frequent interruptions by phone and public visits.
- Ability to perform mathematical calculations and maintain accurate records.
- Ability to use word processing and spreadsheet systems proficiently.
- Ability to analyze and interpret financial information and accurately prepare financial

statements and reports.

**Minimum Qualifications:**

- Two year accounting degree or experience substantially equivalent.
- Previous experience with fund accounting.
- Two years demonstrated experience in Word & Excel Software in an office environment.

**Preferred Qualifications:**

- Previous municipal experience.
- Two years experience in government and accounting operations.
- Previous experience with Caselle software.

**Physical Job Requirements:**

- Must be able to sit or stand for long periods of time.
- Must be able to hear and speak when conversing in person or by phone.
- Ability to see and read reports, correspondence, computer screens, and other documents.
- Ability to lift 30 pounds.

Adopted: 7/7/2015  
Amended: 4/5/2016

## City of Pequot Lakes Job Description

**Job Title:** City Administrator/**Clerk**

**Department:** Administration

**Supervisor:** City Council

**Positions Supervised:** ~~City Clerk/Treasurer~~, Police Chief, Public Works Supervisor, Fire Chief, Zoning Specialist, **Deputy City Clerk, Administrative Assistant**, and Library.

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**Position Summary:**

Performs responsible administrative and supervisory work coordinating, directing and overseeing city government operations. Provides assistance to the City Council on financial planning and related matters. Attends Council meetings. Oversees the preparation of council agendas, council packet material and minutes of council meetings. Performs human resource functions. Oversees all department head positions and the work of the Planning and Zoning department.

**Job Duties:**

1. Coordinates, administers, and responds to a wide variety of requests and problems of municipal concern; researches and assists in developing and recommending solutions; interprets ordinances and directives to other departments, other agencies, and the general public.
2. Develops and implements administrative policies and guidelines in cooperation with the City Council and various City boards and commissions; advises department heads and other employees as to administrative procedures and policies; evaluates performance and results.
3. Supervises and/or assumes responsibility for various municipal services including City Hall administrative office, police, fire, public works, zoning enforcement, city planning/community development.
4. Represents the City in regards to local, regional, state, and federal activities of concern to the community.
5. Serves as budget officer of the City; oversees the development of the annual budget; prepares supporting information and presents them at Council meetings.
6. Develops financial plans and controls and establishes short-term and long-range financial goals and objectives.
7. Coordinates and manages all tax increment financing projects and tax abatement districts.
8. Administers appropriations; approves and investigates major purchases and contracts.
9. Assures that the City Council is advised as to the financial status and needs of City government, coordinates public improvement and bond issue activities.
10. Supervises the preparation of agenda for City Council, Planning Commission, Economic

Development Commission and Park Commission meetings; supervises and participates in the development of supporting information; attends City Council, Planning Commission, Economic Development Committee and Park Commission, and other meetings as required.

11. Serves as the Human Resources Director for the City.
12. Administers personnel matters; makes policy and pay recommendations; makes recommendations on hiring and firing; suspends, and disciplines Department Heads and through them, their subordinates.
13. Reviews and amends City policies relating to personnel and finance.
14. Serves as economic development director; originates, develops and proposes development and redevelopment packages, assistance proposals and grant applications.
  - a. Provides advice and assistance to the Brainerd Lakes Area Economic Development Corporation
  - b. Represents the City with business and industrial clients.
15. Serves as the City's public information representative; confers with media; speaks to schools, civic groups, and other organizations.
16. Cooperates with city attorney on legal affairs as needed.
17. Oversees Planning and Zoning functions
18. Coordinates with the appropriate city employee(s), contractor, and City engineer on the planning and construction of public improvement projects including special assessment procedures.
19. Deals courteously, professionally, tactfully and effectively with the public. Ability to establish and maintain effective working relationships with other employees.
20. Facilitates the collective bargaining process.
21. Serves as the data practices compliance official.
22. Responsible for assessing proposals for City's insurance coverage and recommending specific course of action to City Council.
23. Maintains information for pay equity and comparable worth compliance.
24. Coordinates debt financing and supervises all accounting functions including utility billing, payroll, accounts payable, and accounts receivable.
25. Internet Technology (IT) coordinator.
26. Maintains the City's records according to the State Record Retention Guidelines.
27. Coordinates and supervises the City's election process, hires and monitors training of election judges, and responds to public inquiries and meets publication and notice requirements.
28. Performs other work as required and as directed by the City Council.

**Required Knowledge, Skills, and Abilities:**

- Considerable knowledge of the principles, practices, and techniques of public administration.
- Considerable knowledge of the principles and standard practices in the field of personnel administration, labor relations, budgeting, and purchasing.
- Considerable knowledge of the organization and functions of City government including ordinances, regulations, and policies controlling its operation.
- Considerable knowledge of business, traditional and innovative development tools, public and private funding sources, and financial assistance package requirements and

analysis.

- Thorough ability to communicate effectively, orally and in writing.
- Thorough ability to analyze and research difficult and complex problems and make effective solution-oriented recommendations and policy.
- Considerable ability to operate a telephone, computer, calculator and radio and to hear staff, elected officials and the public.
- Considerable ability to supervise subordinate personnel in a manner conducive to full performance and high morale.
- Considerable ability to read, assemble, organize, and present in oral or written form statistical, financial, and factual information derived from a variety of original and secondary sources.
- Considerable ability to establish and maintain effective working relationships with employees, officials, and the general public including making formal presentations.
- Considerable ability to work long hours and perform under highly stressful conditions in a quick and efficient manner.
- Working ability to exercise resourcefulness in solving new problems in accordance with established ordinances, regulations, and policies.

**Minimum Qualifications:**

Bachelor's Degree in Public Administration, or a related field, and two years of public sector experience. A Master's Degree in one of the above fields may substitute for two years of the required experience.

**Preferred Qualifications:**

Master's Degree and additional management experience.

**Physical Job Requirements:**

- Must be able to sit or stand for long periods of time.
- Must be able to hear and speak when conversing in person or by phone.
- Ability to see and read reports, correspondence, computer screens, and other documents.
- Ability to lift 30 pounds.