

CITY OF FALSE
PASS
JOB DESCRIPTION
CITY CLERK

APPOINTMENT	-	By Council
SUPERVISOR	-	Mayor
WAGE	-	DOE
WORK SITE	-	City Office
HOURS OF WORK	-	M - F, 8:00 a.m. - 12:00 p.m., 1:00 p.m. - 5:00 p.m., attendance at City council and other meetings required may work additional hours & days as necessary.
CLASSIFICATION	-	Permanent Full Time, the City Clerk however holds office at the pleasure and approval of the City council

MINIMUM QUALIFICATIONS

1. High School graduate
2. General knowledge of financial, bookkeeping and office procedures required.
3. Ability to type and experience with computers preferred.
4. Experience in dealing with the public.
5. Ability to supervise and work cooperatively with others.
6. Demonstrated ability to administratively manage and supervise projects.
7. Ability to draft and prepare correspondence with state, federal, and non-profit agencies.
8. Ability to deal with state, federal, and non-profit agencies.
9. Ability to prepare and follow budgets.
10. Ability to work with a minimum of supervision and carry out delegated personnel and managerial duties

JOB DESCRIPTION

Under the immediate supervision of the Mayor and under the direction of the City council the City Clerk shall carry out all duties as directed: These include the management of the City office, day to day administrative supervision of projects and such personnel and managerial duties as delegated by the Mayor. The City Clerk shall give notice of the time and place of meetings to the City council and to the public; attend meetings of the City council and keep the journal; arrange publication of notices, ordinances, and resolutions; maintain and make available for public inspection an indexed file containing City ordinances, resolutions, rules, regulations and codes; attest deeds and other documents; perform other duties specified in Title 29 or prescribed by the Mayor or City council. The City Clerk shall prepare or supervise preparation of tax reports, financial reports, grant progress reports and shall ensure that these reports are accurate and timely filed. The City Clerk shall contact and deal with State, federal, non-profit agencies to ensure efficient provision of services to citizens. The City Clerk shall make application for grants and State and federal funding available. The City Clerk shall route mail received by the City and insure the City council and Mayor are aware of filing and other deadlines. Performs other duties as assigned.