

City Clerk-Administrator for City of West Concord, MN

Position Title:	City Clerk-Administrator
Salary:	\$80,000 - \$95,000 Annually (Full Time Exempt)
Reports to:	West Concord City Council
Departments Supervised:	City Hall, Parks & Recreation, Public Works, Library, Public Safety, and Municipal Liquor Store

Essential Job Functions:

- The individual must perform administrative, financial, and planning activities on behalf of the city, including state-mandated clerk and treasurer functions, as set forth in Minnesota Statutes 412.141 and 412.151.
- Serves as chief financial and executive officer of the city, develops, and maintains financial systems which provide for complete and accurate records for the city, oversees accounting tasks, liquor store operations, and utility billing functions by establishing and implementing internal controls; directs all activities of the annual audit of the city and public utility records; responsible for payroll administration.
- Prepare agendas and information for council meetings. Record the minutes to all council meetings and maintains the minutes book as required by State Statute.
- Perform duties that are assigned by the council and/or mayor.
- Oversees and coordinates the administration of all departments including personnel, equipment, and facilities to ensure adequate service to the citizens. Gives recommendations on personnel actions, subject to city council approval, on hiring, severe disciplinary action, and dismissal.
- Using knowledge of the scope of services provided by local government and personal leadership skills the Administrator communicates with the City Council individually and in meetings to develop priorities of new and existing activities for the city.
- Monitors all ordinances and resolutions of the city and makes recommendations for revisions or additions as necessary.
- Prepares written communications necessary to conduct city business such as notices, letters, and reports. Develops recommendations and issues administrative policies, rules, regulations, and procedures necessary to perform business in the city.
- Reviews and assists in overseeing all contracts and agreements for the city.
- Represents the city with other governmental agencies and officials.
- Oversees and processes for liquor, transient merchant, and animal license.
- Oversees all federal, state, and local election activities as head election official.

Perform accounting duties:

Organizes and performs duties necessary to conduct the financial activities of the city including, but not limited to:

- Prepares month end budget, accounting, and tax reports.
- Prepares account payable and receivable transactions and verifies account information, generates checks for bill payments, reconciles all city accounts.
- Maintains and processes payroll, payroll deductions, payroll records.
- Prepares and maintains city budgets.
- Supervises invoicing of water/sewer utilities accounts, collects appropriate receipts and proper disbursements
- Prepares for the annual audit by CPA.
- Prepares contracts for fire department for township fire protection.

Administers Personnel Duties:

Organizes and performs duties necessary to conduct the personnel activities of the city, including but not limited to:

- Maintain personnel files with all current documentation.
- Monitor all benefit packages offered to the employees.
- Prepare and update all job descriptions.
- Place employment advertisement in local paper as directed by the personnel committee.
- Updates and review personnel policy and keep it current.

Zoning Administrator duties:

Serves as “Zoning Officer” to administer and enforce the provisions of the zoning ordinance and land subdivision regulation of the city, including, but not limited to;

- Attend Planning & Zoning Commission meetings.
- Review and recommends approval of zoning permits, variance requests, conditional use permits, and other matters related to planning and zoning.
- Prepares minutes of all meetings.
- Publishes all notices.

Other duties and responsibilities.

Performs other related duties as assigned or apparent.

Communicates with: *Internally*—City Council, Police Department, Liquor Store, Library, Fire Department and Ambulance Service, Swimming Pool, City Maintenance, City Attorney, PeopleService and the City Engineer. *Externally*—County officials, City’s designated bank, sales representatives, newspapers, auditors, League of Minnesota Cities and city’s insurance agent, general contractors, and the general public.

Hours of Work: The typical work hours for this position are 8 a.m. through 5 p.m. Monday-Friday. The position has flexibility due to evening meetings. The following meetings are mandatory: Council typically meets the third Thursday of the month. EDA meets the first Monday of the month. Additional and evening hours may be required as assigned.

Minimum Requirements:

- Preferred bachelor’s degree in public administration, finance, accounting, or related field.
- Ability to plan and analyze city operations, develop alternatives, and determine the costs advantages and disadvantages of various alternatives.
- Ability to assemble, organize, and present oral or written factual information.
- Knowledge of State and Federal election laws, procedures, and operations.
- 2 years of accounting experience (preferably governmental accounting).
- Basic computer skills and software knowledge. Experience with Banyon Data Systems software preferred.

Desired Qualifications:

Master’s degree in finance, Accounting, or related field.

4 years of public financial experience. Knowledge of municipal financial management including accounting, budgeting, payroll procedures, billing practices, record management and financial record keeping.

Group Benefits: PTO, FICA, PERA, City Pays 100% of Single Health Insurance Premium Cost. As annually approved by the discretion of the City Council, See attached (Employee Handbook) for further details.

Apply: The position description and the required City of West Concord Employment Application Form can be downloaded at westconcordmn.com. Send resume, cover letter, and required City employment application to City of West Concord, Attn: Personnel Committee, PO Box 435, West Concord, MN 55985, or e-mail application materials to wcmayor@yahoo.com; Deadline for application submission is Friday, May 10, 2024, at 5 p.m.