

Deputy Clerk/Treasurer

This position is part-time, with an expected workload of 10–15 hours per week, not to exceed 20 hours per week under normal circumstances. Additional hours may be available on a temporary basis.

Under general supervision of the appointed department head. The City Treasurer is responsible for (but not limited to) the following.

Essential Duties:

- Prepares and maintains financial records and annual budget for the City.
- Oversees accounts receivable and balances monthly reports.
 - Prepares these reports for meetings.
- Maintains the City's Social & Digital Media platforms.
 - City's Facebook & Web page: posting important updates, news, and public notifications.
 - Oversees the organization, formatting/layout, editing and printing of the City's monthly newsletter.
- Work independently in evaluating, researching, and coordinating various assigned projects and tasks to a successful conclusion.
- Maintain confidentiality.
- Maintain effective record keeping systems, procedures and policies.
- Utilize a PC and various software programs to accomplish job duties.
 - Quickbooks
 - Microsoft Office
 - Adobe Acrobat
- Purchase office supplies.
- Organizes Community Center & City Park rental/use.

- Stock and clean as needed.
- Issues and maintains any City licenses &/or permits.
- Issues and maintains any building applications/permits.
- Assist in cross-training these duties with the City Clerk on key administrative and clerical duties to ensure continuity of operations during absences or transitions.
- Attends City Council meetings as needed.
- Fill in as City Clerk when needed.
- Follows/adheres to all city policies and procedures, and safety program regulations and requirements.
- Communicate effectively orally and in writing.
- Deal with the public tactfully and courteously.
- Establish and maintain effective working relationships among co-workers and other City personnel, elected officials, and the general public.