

CITY CLERK/MANAGER

REPORTS TO: Mayor and Council

Purpose of Job

The City Clerk/City Manager is the Administrative Executive of the City of Waleska and is responsible for overseeing daily operations of all departments of the city. The City Clerk/City Manager is responsible for keeping the Mayor and City Council informed on all issues and advises the council on the financial condition and needs of the City. The City Clerk or Clerk of Council position is to provide administrative support to the Mayor and City Council. Duties and responsibilities include, but are not limited to the following:

General Scope

Carries out the policies adopted by the elected body.

Provides professional administration, management, and supervision of municipal divisions.

Assures compliance with relevant federal laws and regulations, Georgia General Laws and ordinances and regulations.

Develops long-range plans with guidance from the elected body and assists in the achievement of common goals and objectives.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Prepares council and other meeting agendas and materials.

Prepares comprehensive annual operating budget and capital improvement plan.

Plans for short term and long term financing for capital projects.

Recruits, hires and supervises the municipal workforce, including training.

Oversees and manages property and assets.

Applies for and administers federal, state and private grant funds.

Acts as the liaison with state and federal government, local civic and business entities, and interested members of the public; negotiate and resolve sensitive and controversial issues.

Facilitates the flow and understanding of ideas and information between and among elected officials, employees and citizens.

Responsibility for all services and activities of the City Clerk's office including preparation and recording of activities and decisions of the City Council, codification and maintenance of official City records.

Manage and participate in the development and implementation of goals, objectives, policies, and priorities, for assigned programs; recommend and administer policies and procedures.

Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures.

Serve as Executive Secretary to City Council.

Attend meetings of the City Council and other meetings to record minutes; follow up on action items as necessary.

Ensure accurate up-to-date filing of City ordinances, agreements, resolutions, and minutes of City Council; sign and certify official City documents.

Ensure City agreements, contracts and other legal documents are signed and recorded, associated records and documents are obtained, and public notices and ordinances are published.

Coordinate the conduct of municipal and special elections; act as a liaison to the Cherokee County Registrar's Office; assist Council with Ethics Commission filings.

Oversee and supervise all public record requests; notes and submits requests that need to be reviewed by the City Attorney before being fulfilled.

Oversee and manage the City's record management program including developing procedures for records management, retrieval and disposal; maintain, dispose and preserve official city documents and records including resolutions, ordinances, deeds, Council minutes, agreements and reports in accordance with legal requirements; supervise the storage and protection of the City's permanent records.

Serves as the City risk management officer, managing safety and loss control programs and ensuring a safe working environment for City employees and citizens.

Serves as City's contact with outside auditor during audit of City's financial records.

Directs all financial aspects of the City's insurance programs, ensuring appropriate and adequate coverage for the City and its employees and compliance with all pertinent federal and state laws and regulations.

Calculate and process property taxes; file FIFA's, Levies and Cancellations for delinquent taxes, execute and file all county and state requirement documentation.

Monitors the efficiency and accuracy of financial software applications.

Manage business licenses and alcoholic beverage license applications and renewals.

Manage communications with City contractors, engineers and attorneys.

Serve as Public Information Officer to distribute information requested by or needed to be distributed by the media.

Manage water distribution system; Review performance for water loss and other system needs.

Attend and participate in professional group meetings; maintain awareness of new trends and developments.

Acts as the liaison with Cherokee County and all cities for meetings.

Acts as the liaison with all municipalities for city services with IGA.

Train in the Sensus Program.

On call 24/7. Comp time is available.

Acts as the liaison with 911 for all emergency calls.

City cell phone provided or use of your phone with city monthly pay of it.

Takes call for any afterhours leaks.

Performs notarization and certification of documents as needed: notarizes contracts, affidavits, and other documentation for the city.

Knowledge, Skills and Abilities

Knowledge of the policies, procedures and activities of the City and Water Department as it pertains to the performance of duties relating to the position of City Clerk/Manager of the City of Waleska & Waleska Water Authority; Ability to interact effectively and professionally with the public, Elected Officials and staff; Knowledge of all Modern and Innovative Computer Software, Utility Billing, Accounting and Tax Billing; Ability to compose, edit and/or type correspondence, reports, agendas, charts, records, and other materials; Ability to use independent judgment in routine and non-routine situations; Ability to make decisions within authority given in the Mayor/Mayor Pro Tem's absence; Ability to comprehend Accounting, General Ledger entries and balances; Ability to supervise city employees effectively; fairly and professionally; Ability to work

constructively with little or no supervision; Ability to accurately maintain the city's records and documents and to reference codes and ordinances as needed; Ability to efficiently run the daily operations of the City within the authority given by the Mayor.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma (or equivalent); Experience in Accounting, Accounts Payable, Accounts Receivable and Payroll Processing; Experience in Management/Supervision of Staff, City Clerk Certification/Manager Training.

Minimum Qualifications or Standards Required to Perform Essential Job Functions

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of machinery and equipment including standard office equipment. Must be able to use body members to work, move, or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for light work.

INTERPERSONAL COMMUNICATIONS: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving assignments and/or directions from supervisors.

LANGUAGE ABILITY: Requires the ability to read a variety of administrative reports and records, ordinances, codes, resolutions, minutes, and informational documentation, directions, instructions, and methods of procedures. **Requires ability to speak to people with poise, voice control and confidence.**

Work Environment

The work is generally performed in an office but is not limited to.

Supervisory and Management Responsibility

Supervise and manage city employees efficiently.

Work Hours and Conditions

Regular attendance is a necessary job function required for this position. Work hours are 8:30 AM to 4:30 PM, Monday through Friday, with one hour off each day for lunch. Evening work for attendance of meetings is required as scheduled.

(2024)