

City Recorder Job Description with CMFO

DEFINITION: Employee is responsible for the daily operation of city government activities and support services under the general supervision of the Mayor and Board of Aldermen. Instructions to the employee are general and the employee must routinely use independent judgement when completing tasks. The employee must consider different courses of action and sometimes deviate from standard operating procedures. The work requires frequent contact with the Mayor and Board, committees, all department heads and employees and the general public. Must coordinate these to assure the effective and efficient operation of the city government.

MINIMUM REQUIREMENTS: Bachelor's degree from a four year college or university, or a combination of education and experience in a related field. Must be capable of obtaining State Certification for Municipal Clerks and Recorders and Chief Municipal Finance Officer Certification within three years employment.

DUTIES AND RESPONSIBILITIES:

- Prepares the city budget for adoption by the Board of Mayor and Aldermen. Also prepares documents such as the capital budget plan, personnel policies and procedures, etc. Administers these documents.
- Responsible for the overall operation and success of the Finance Department, including:
 - Responsibility to ensure that all financial operations are performed in compliance with applicable local, state, and federal laws, as well as with acceptable standard principles of accounting and finance.
 - Reviews, gives advice, and provides oversight functions related to the city's financial operations, which shall include accounting, budgeting, reporting, purchasing, tax collection, and other financial activities.
 - Provides oversight functions related to the reconciliation of bank statements and invoices, bond payments, drafting checks, accounts payable, etc.
 - Reviews statements and reports for workers compensation, annual audit, state and federal agencies, etc.
 - Provides an analysis of the annual audit.
 - Reviews and provides advice related to the city's investment program.
- Responsible for the overall operation of the city and monitors the performance of departments. Coordinates and supervises all day to day administrative activities and operations for each department of the city under policies established by the Board.
- Appoints, promotes, disciplines and when necessary for the good of the service, suspends or removes all city employees in accordance with Personnel Policies adopted by the Board of Mayor and Aldermen and in accordance with the Town Charter.
- Keeps the Board of Mayor and Aldermen informed as to departmental operations and deficiencies especially as they relate to financial conditions, budgets schedules, cost overruns, etc. Reports to the Board of Mayor and Aldermen corrective action taken or proposed in order to bring departments or special projects and outside contracts back under budget, so they conform to schedules and cost estimates.

- Prepares administrative directives and bulletins and conducts on own initiative or upon request of the Mayor or Board analysis of administrative programs and projects confronting city operations.
- May recommend specific personnel positions and/or reorganization of city administration, as may be required to meet the needs and operational requirements of the city; and may propose personnel policies and procedures for approval by the Board.
- Administer the personnel policies and related rules and regulations as adopted by the Board of Mayor and Aldermen.
- Acts as purchasing agent for the city in accordance with State law and purchasing policies and procedures adopted by the Board of Mayor and Aldermen.

ADDITIONAL EXAMPLES OF WORK PERFORMED:

- Keeps the Board fully advised as to the conditions and needs of the city.
- Reports to the Board the condition of all city equipment, buildings and facilities, and real estate; makes recommendations regarding repairs, replacement or improvements.
- Makes recommendations to the board on policies and procedures for the efficient business-like operation of city government.
- Recommends to the Board the priority of programs or projects involving public works, public improvements, public safety, etc.
- Performs other duties as required by the Board of Mayor and Aldermen.
- Keeps full and complete records/minutes of the Board of Mayor and Aldermen meetings.
- Keeps an Ordinance book and a resolution book in which is recorded and indexed all ordinances and resolutions adopted by the Board of Mayor and Aldermen.
- Serves as Treasurer of the City and makes payments relative to current operating expenses upon the authorization of the Board of Mayor and Aldermen.
- Custodian of the official seal of the City, the public records documents and papers as are not required to be deposited with some other official.
- Performs related work as required by the city charter, city code or as requested by the Board of Mayor and Aldermen.