

If you are interested in a challenging career then come join our team in Glens Ferry, Idaho.

This is a full-time position with health benefits and PERSI retirement for the employee. The successful applicant will be the custodian of city revenues, city ordinances, minutes, and other records and will administer the financial oversight and planning of the city's budget, financial systems. This position answers directly to the Mayor.

Salary will be dependent on experience.

Please complete job resume and application and return to mayorgf@rtci.net, or mail to PO Box 910, Glens Ferry, Idaho 83623 or bring into City Hall.

For job application and full job description go to glensferryidaho.org or 110 E. 2nd Ave in Glens Ferry (City Hall) and for additional information contact Glens Ferry City Hall at 208-366-7418 or direct email to mayorgf@rtci.net.

Job post will remain open until position is filled.

Glens Ferry is an Equal Opportunity Employer

CITY OF GLENNS FERRY
CLASS SPECIFICATION

11/1/2018

CITY CLERK/ TREASURER

Purpose of Class

Performs administrative support to the Mayor and City Council and is the custodian of all monies belonging to the city, ordinances, minutes and other records and performs related work as required.

Primary Function

The principal function of an employee in this class is to perform administrative duties to support the Mayor and City Council, attends and records City Council meetings, assists Elmore County with City elections; administers the city budget, financial oversight, and auditing, is the Personnel Director and Risk Manager, perform financial oversight, planning, and administrative duties. Duties include administration of the City budget, accounting, cash handling, and auditing; payroll and benefits administration; The Mayor supervises the position. Considerable latitude is granted for the exercise of independent judgement and initiative. The principal duties of this class are performed in a general office environment.

Essential Duties and Responsibilities (will vary by assignment)

- Coordinates and attends City Council meetings, takes and prepares minutes, and attends City staff meetings;
- Prepares and distributes City Council agenda and information packets; publishes meeting notices per City Code and State statutes;
- Prepares and records Council resolutions, ordinances, agreements, and other actions;
- Researches and retrieves information for the Mayor and City Council;
- Organizes and supervises City elections, assists with state and federal elections, and registers voters;
- Maintains and updates City ordinances and municipal code;
- Maintains City records, licenses, contracts, correspondence files, resolutions, and related documents;
- Ensures all City functions are performed in compliance with applicable State statutes and codes;
- Administer risk management and human resources functions;
- Interpret federal, state, and local laws, codes, and regulations, including election laws and procedures;
- Coordinates, supervises, and performs all City activities related to finance, accounting, budgeting, payroll, benefits, and related financial policy and transactions;
- Prepares and provides financial reports, audits and financial assistance as requested to the Mayor, City Council, departments, and agencies;
- Develops, implements, and administers the City's annual budget;

- Supervises and performs cash-handling, deposit, and reconciliation functions;
- Maintains general ledger; verifies and posts journal entries; reconciles and maintains bank accounts; allocates State Revenue Sharing, County warrants, State Liquor Distribution and Franchise Fee revenues; allocates interest from bank accounts;
- Administers annual audit functions;
- Administers City banking, investment, and debt policies;
- Prepares and maintains financial, accounting, audit, and related records, documents, correspondence, databases, projections, and information files;
- Provides financial and accounting services and expertise to other City departments;
- Performs accounting procedures to reconcile City accounts and financial records with outside state and federal agencies, banks and financial institutions, and regulatory agencies;
- Performs all work duties and activities in accordance with City policies, procedures, and safety practices.

Competency Requirements:

Knowledge of:

- Methods, procedures, objectives, and standard practices of financial planning and management, accounting, and financial functions and practices;
- Principles and practices of municipal administration and applicable federal, state and local laws, codes and regulations;
- Municipal budgeting and expenditure principles and practices;
- Applicable federal and state laws and regulations pertaining to municipal finance operations;
- Applicable Generally Accepted Accounting Principles (GAAP) related to the creation and maintenance of City accounting and financial practices, methods, records, and documentation;
- Applicable Governmental Accounting Standards Board (GASB) and Governmental Accounting, Auditing, and Financial Reporting (GAAFR) requirements and standards;
- Principles and procedures of record keeping, financial record keeping and reporting;
- Principles and methodology of benefits management;
- Federal, State and local regulations, practices and policies, including EEO/Affirmative Action, Fair Labor Standards Act, Americans with Disabilities Act, Family and Medical Leave Act, Age Discrimination in Employment Act.
- Risk management municipal requirements;
- Customer service methods, techniques, and objectives;
- English grammar, spelling, and punctuation;

Ability to:

- Follow written and oral instructions;
- Interpret and apply federal, state, and local laws, codes, and regulations;
- Prepare, present, and record financial reports, documents, and information;

- Prepare and administer a municipal budget;
- Prepare and maintain City financial records and documents to applicable GAAP and GASB standards;
- Maintain records efficiently and accurately and prepare clear and concise reports;
- Analyze financial data, reconcile accounts, and prepare reports;
- Interpret State and City ordinances;
- Communicate effectively both orally and in writing;
- Operate standard office equipment including a personal computer using program applications appropriate to assigned duties;
- Establish and maintain effective working relationships with other City employees, the Mayor and Council, other elected and appointed officials, and the public;
- Deal tactfully and diplomatically with government officials, elected and appointed officials, and the public;
- Make sound and reasonable decisions in accordance with laws, ordinances, regulations, and established procedures;
- Perform time management and scheduling functions, meet deadlines, and set project priorities;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.

Other Duties and Responsibilities

- Performs other related duties as required.

Acceptable Experience and Training

- High school diploma or GED equivalency is required and a degree in accounting, municipal administration, or a related field is preferred; and
- Three (3) years experience in a city treasurer's or other municipal office is required and five (5) years experience is preferred; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Special Qualifications

- Idaho Notary Public certification is required.

Essential Physical Abilities

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee discern verbal instructions and to communicate effectively with the public and other employees on the telephone and in person;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, prepare and review documents and process them in a prescribed manner, and organize and file documents and materials;

- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a personal computer and standard office equipment;
- Sufficient personal mobility, flexibility, strength, and agility, with or without reasonable accommodation, which permits the employee to lift up to 20 pounds, to sit and work at a keyboard for an extended period of time, and work in an office environment.