

City of Oronoco
Position Description

City Clerk

DEPARTMENT: City Administration
FLSA CLASSIFICATION: Full-Time, Exempt
REPORTS TO: City Administrator
SUPERVISES: None

DEFINITION:

The City Clerk serves as a key administrative officer for the City of Oronoco, responsible for managing official city records, coordinating municipal elections, processing licenses and permits, and supporting City Council operations. This position ensures compliance with local, state, and federal regulations, while fostering transparency and effective communication with the public, elected officials, and city staff.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PRIMARY RESPONSIBILITIES:

Council and Administrative Support:

- Attend City Council meetings, prepare agendas, and record and maintain accurate minutes of proceedings.
- Manage official city records, including ordinances, resolutions, and policies.
- Process and issue city licenses and permits in accordance with applicable laws and regulations.
- Administer oaths of office and ensure the proper execution of official documents.
- Respond to public inquiries, providing accurate information on city services, procedures, and policies.
- Coordinate logistics for City Council meetings, ensuring timely dissemination of materials.

Election Management:

- Oversee municipal elections, ensuring compliance with state and federal election laws.
 - Maintain voter registration records and manage election logistics.
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Financial and Budgetary Assistance:

- Support the preparation and maintenance of the city's budget in collaboration with the City Administrator.
- Generate and review utility billings, ensuring accuracy and resolving billing errors as necessary.
- Prepare financial records for the annual audit and coordinate with auditors.
- Maintain and reconcile the General Ledger Accounting System and fixed asset records.

Economic Development Support:

- Assist the City Administrator in managing and updating the Capital Improvement Plan.
- Support the Economic Development Authority (EDA) by maintaining financial records and coordinating related activities.
- Research and draft grant applications to support city projects.

General Administration:

- Ensure compliance with local, state, and federal regulations in all city operations.
- Maintain and update records management systems to ensure accuracy and accessibility.
- Prepare reports and analyses for city officials and external stakeholders.
- Facilitate positive relationships with city officials, staff, and the public, promoting trust and transparency.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

1. Strong understanding of municipal operations, laws, and regulations.
2. Proficiency in public administration principles and practices.
3. Comprehensive knowledge of municipal finance operations and budgeting processes.
4. Strong organizational and time management skills.
5. Exceptional communication skills, both written and verbal.
6. Proficiency in Microsoft Office and records management software.
7. Ability to build and maintain effective working relationships with city officials, staff, and the public.
8. Analytical skills to address complex administrative challenges and propose strategic solutions.
9. Attention to detail in maintaining official city records and financial documentation.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:

1. This work requires the occasional ability to lift to up 25 pounds, such as moving cases of paper or office supplies.
2. Frequently sit, speak, hear, use hands, and engage in repetitive motions; occasionally stand, walk, stoop, or reach.
3. Visual and auditory capabilities sufficient for standard office tasks.

4. Work is conducted in a moderately noisy environment, such as a business office with light traffic.

QUALIFICATIONS:

Minimum Requirements:

1. Associate degree in Administrative Assistance or a related field.
2. Must possess a valid state driver’s license.
3. Certified Notary Signing Agent certification or the ability to obtain certification.

Preferred Requirements:

1. Bachelor’s degree in public administration, business administration, finance, or a related field.
2. Relevant experience in municipal government or a similar administrative role.

We are an equal opportunity employer and value diversity in our city. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.

WORK SCHEDULE:

- Monday–Thursday: 7:00 a.m. to 4:00 p.m.
- Friday: 7:00 a.m. to 11:00 a.m.
- Additional hours may be required for City Council or other meetings.

This job description serves as a general guideline and does not constitute a contract of employment. Duties and requirements may be adjusted as needed to fulfill the City of Oronoco’s objectives.

ACKNOWLEDGEMENT:

I have read this job description and fully understand the requirements set forth herein. I understand that this is to be used as a guide and that I will be responsible for performing other duties as assigned. I further understand this job description does not constitute an employment contract with the City of Oronoco.

Employee Signature

Printed Name

Date