



City of Aurora
16 West 2nd Avenue North
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Aurora MN 55705
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EOE/AA

Pay Equity Job Code: Supervisor of Non-Union Employees

Eligible for Overtime: Yes

May 2018

JOB DESCRIPTION

Classification Title: City Clerk

Headquarters – Department: City Clerk's Office

Employees in This Classification: 1

Immediate Supervisor: Mayor and City Council

Direction of Others: 3

NATURE OF WORK

Under the direct supervision of the Mayor and City Council, the City Clerk is responsible for directing the administration of the City, attending City Council meetings, preparing reports and summaries, supervising local elections, supervising City staff, preparing a budget, acting as Zoning Administrator, and performing other related functions as assigned or apparent.

TRAINING AND EXPERIENCE

Knowledge, Skill, and Abilities:

- Requires knowledge of the principles of municipal administration and of pertinent laws and ordinances.
- Knowledge of federal, state and local laws and regulations governing human resources activities.
- Knowledge of local and state laws governing municipal finance activities and the principles of public administration relative to municipal finance administration.
- Knowledge of general laws and regulations concerning urban renewal, planning and zoning.
- Knowledge of municipal utility systems.
- Ability to analyze work problems in administration and devise an effective course of action in situations where numerous diverse demands are involved.
- Adaptability in adjusting to changes in policy and procedures.
- Ability to secure the confidence and elicit the cooperation of departmental personnel and the public in reaching goals for development and progress in City administration.
- Ability to delegate authority and responsibility.
- Ability to supervise, organize and motivate staff.
- Ability to maintain confidentiality as needed.

- Ability to effectively communicate ideas, explanations and recommendations, orally and in writing.
- Ability to establish and maintain cooperative and effective working relationships with City officials, representatives of other governing bodies, industrial and business representatives, citizens, citizen groups and the general public.
- Ability to organize assignments, prioritize tasks and independently complete work in a timely manner, including during stressful situations and under deadlines.
- Ability to keep accurate and complete records, files, etc.
- Ability to operate office equipment including a computer and related software, telephone, copier, facsimile machine, calculator, recorder and learn and maintain new software and equipment.

EDUCATION

Minimum Qualifications:

- Bachelor’s degree preferably in Public Administration, Urban Studies, Business Administration, Finance or related field
- Experience in local government.
- Working experience with a personal computer including Word and Excel.

Alternate Minimum Qualifications:

- At least five (5) years of experience in local government administration.
- Working experience with a personal computer including Word and Excel.

Preferred Qualifications:

- At least two (2) years of experience in local government, community development, finance, or human resources.
- Master’s degree in Public Administration, Urban Studies, Business Administration or related field.
- Experience supervising staff.

<p><u>ESSENTIAL JOB FUNCTIONS</u></p> <p>A. Leadership and administration B. Information & data processing C. Word processing</p>	<p>These functions typically require: More than 6 hours: talking, hearing, seeing with near vision, far vision, depth perception, accommodation and color vision. From 4 to 6 hours: sitting, using fingers, wrists and hands, handling, fine manipulating, using peripheral vision, use of smell, carrying and lifting up to 10 pounds. From 1 to 3 hours: standing, walking, bending/stooping, sense of touch, use of the left, right and both feet for repetitive movements, carrying and lifting up to 24 pounds. Up to 60 minutes: squatting, crawling, crouching, kneeling, pushing, pulling, twisting, climbing, reaching at, above and below shoulder level with right, left and both shoulders, carrying and lifting up to 50 pounds. *Degree of severity and percent of time spent is attached.</p>
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WORK PERFORMED AND AREAS OF RESPONSIBILITY

I. Directs Financial Operations of Municipal Government

- A. Directs the investment of City funds, the collection and custody of City revenue and the position of revenues and expenditures. Reviews and approves/denies all expenditures up to amount authorized by the City Council.
- B. Prepares necessary resolutions for adoption of budget and tax levies, submits required reports to the state and ensures proper posting and publication as required by law.
- C. Supervises the preparation and implementation of the annual operating and capital budgets. Prepares and submits the annual budget and capital improvements program to the City Council.
- D. Submits to the City Council and makes available to the public a complete report on the finances and activities of the City at the end of each fiscal year. Keeps the City Council fully advised of the financial condition and needs of the City and makes recommendations as deemed desirable.

II. Performs Various Administrative Functions to Assure Continuity of Operations

- A. Recommends the adoption of measures necessary or expedient for the health, safety, and welfare of the community, or for the improvement of the organization and/or operation of municipal government. Enforces all laws, ordinances, and resolutions of the City, and makes recommendations for revisions or additions as necessary.
- B. Provides supervision to staff. Reviews qualifications, job descriptions, conducts interviews and recommends new hires. Directs orientation, training, and supervision of new staff. Evaluates and directs staff within City guidelines and policies. Interprets personnel rules and ensures staff accountability to policies and procedures. Provides interpretation of relevant rules, statutes, and policies to staff specific to their program area.
- C. Makes formal presentations to a wide variety of groups and organizations.
- D. Coordinates special studies as required.
- E. Coordinates projects with Public Works Director, City Attorney and contracted consultants and professionals as needed.
- F. Attend bid openings and notify bidders of results.
- G. Coordinates local elections in accordance with prescribed laws and regulations.
- H. Coordinate with other governmental units, including county, state and federal authorities in matters which affect the City.
- I. Attendance during regularly scheduled work hours and outside of regular hours as necessary.
- J. Effective and respectful communication and interactions with other employees, supervisors, individuals from other organizations, and citizen customers.
- K. Ability to use personal computer to produce documents, assist in analysis, keep records, and make financial projections.
- L. Participates in training and education opportunities to maintain and improve proficiency and required licenses.
- M. Oversee and maintain City web site.
- N. Coordinate and manage the city strategic plans and asset management plans.

III. Responsible for Systems and Procedures Activities

- A. Develops City Council agendas and informational packets.

- B. Facilitates City Council, Board and Commission meetings as required. Advises and provides information and recommendations to City officials, both elected and appointed, presents findings and serves as staff liaison to City Council, City Planning Commission, and other community and citizen advisory groups requested or required.
- C. Develops and implements personnel policies approved by City Council, administers the City's Pay Equity and Affirmative Action plans, and maintains city-wide personnel files in compliance with state law.
- D. Administers the functions of zoning, annexations, subdivisions, variances, coordination of the development and redevelopment review process, and similar land use requests for the City. Prepares amendments to the City zoning ordinance, subdivision regulations, City Comprehensive Plan, and conducts planning studies. Presents findings of fact regarding zoning ordinance violations to the City Attorney.
- E. Conducts research and prepares detailed staff reports for City variances, conducts public general hearings for variances, prepares and publishes legal notices for public hearings.
- F. Prepares reports relating to municipal services, projects and issues for submittal to the City Council. Makes such other reports of the activities of the City as are required by the City Council.
- G. May represent the City at meetings and official functions.

IV. Performs all other like or lesser job related duties as necessary or assigned.

RESPONSIBILITY FOR GOOD WILL AND PUBLIC RELATIONS

Daily contact both over the phone and one-on-one with customers, government agencies, financial institutions and staff. Considerable ability to positively or negatively impact good will. Must be able to deal with irate individuals in a fair and courteous manner. Works closely with department heads, communicates City policy and City Council intentions with regularity, requiring good communication skills and tact. Produces documents, manuscripts and flyers for public, requiring accuracy and creativity. Expected to promote positive public relations and good will by providing a high quality service and by assisting residents where possible.

PRINCIPAL RESPONSIBILITIES, TASKS

Other projects as assigned by the City Council that is appropriate to the position. If a new work assignment requires access to not public data, the incumbent is permitted to access not public data for the work assignment purposes only. Any access to not public data must be strictly limited to the data necessary to complete the work assignment and after the assignment is completed, the employee's work assignment no longer requires access.

ACCESS TO NOT PUBLIC DATA

The incumbent may encounter not public data in the course of these duties. Any access to not public data should be strictly limited to accessing the data that are necessary to fulfill the employment responsibility. While data are being accessed, incumbent should take reasonable measures to ensure the not public data are not accessed by individuals without a work reason. Once the work reason to access the data is reasonably finished, incumbent must properly store the not public data according to the provisions Chapter 13.