CITY OF GAYLORD
POSITION DESCRIPTION

POSITION:	Deputy City Clerk	**Pay Grade:**	8
DEPARTMENT:	Administration	**FLSA STATUS:**	Non-exempt
SUPERVISOR:	City Administrator	**STATUS:**	Full-time

PURPOSE AND SCOPE

The primary purpose of the position is to process payroll to include all reporting and record keeping. Also performs clerical work to process building and zoning permits. Attends and takes minutes of City Council meetings. This position also performs a variety of administrative tasks.

RELATIONSHIPS

IMMEDIATE SUPERVISOR
City Administrator

SUPERVISES
None

EMPLOYEE CONTACTS
Considerable contact with most City staff.

OUTSIDE CONTACTS
Considerable contact with public on the telephone, email, and in person. Has contact with the City's building official. May have contact with county, state, and other governmental agencies.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Process payroll for City employees, city council, and board/commission members.
- Maintain payroll records, including I-9 and W-4 forms, and information on employee benefits.
- Operate payroll software to enter data and track employees' overtime and paid leave.
- Prepare a variety of payroll related reports and submit with payments to state and federal agencies.
- Prepare payroll year-end reports to include W-2s.
- Set up in payroll benefit plan enrollments, changes, and terminations.
- Calculate and track ESST leave for all qualifying employees.
- Assist the Zoning Administrator in administrating the City's Zoning Ordinance.
- Process building and zoning permit applications.
- Assist with processing variance, CUP, and other land use applications.
- Assist with assembling City Council agenda packets and placing them in the Drop Box. Assists with Board/Commission agenda packets as needed.
- Provide customer service at City Hall. Includes assisting walk-ins, telephone calls, emails, etc.
- Create and process invoicing for Fire Department calls.
- Create and maintain invoices for fire service agreements and farmland rental contracts.
- Maintain records for City cemetery to include sale and recording of lots, issuance of cemetery deeds, and coordinating monument placements.
- Attends City Council meetings and records and prepares minutes. Responsible for video recording City Council meeting proceedings.
- Provides administrative support to all City departments and City Administrator as needed.
- Serve as notary public for City and as a public service.
- Performs duties of other City Hall employees in their absence.
- Performs other duties as required by the City Administrator.

KNOWLEDGE, SKILLS AND ABILITIES

- Excellent organizational skills with the ability to handle multiple projects with changing priorities.
- Excellent verbal and written communication skills.
- Strong PC skills (e.g. Word, Excel) and ability to enter data with speed and accuracy.
- Working knowledge of City programs, policies and operations.
- Considerable ability to establish effective working relationships with City staff, elected officials, and the general public.
- Considerable ability to research and analyze data, determine alternatives, and make recommendations.
- Considerable ability to hear and speak when conversing in person, by telephone, or email.
- Considerable ability to read reports, correspondence, computer screens and other documents.
- Considerable ability to regularly sit for long periods of time.
- Ability to maintain confidentiality.
- Ability to maintain a professional demeanor and appearance.

MINIMUM REQUIREMENTS

- Associate degree
- Valid Minnesota Class “D” Driver’s License
- Three years of general office and administrative experience to include customer service.

DESIRED QUALIFICATIONS

- Degree in administration, accounting or closely related field.
- Local government experience.
- Experience utilizing Banyon Data System software.
- Ability to obtain Municipal Clerk certification within five years.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by a Accounting Clerk to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Requires employee to mainly work inside and have contact with the public, co-workers and vendors.
- Activities that occur continuously (more than 75% of the time) are: hearing; use of near vision; use of depth perception, accommodation, color vision, and field of vision/peripheral vision.
- Activities that occur frequently (from 25% - 75% of the time) are: bending/stooping; squatting; crouching; crawling; kneeling; twisting; handling; use of left and right feet independently and/or together; talking; and use of smell.
- Activities that occur occasionally (up to 25% of the time) are: pushing; pulling; reaching at, above and/or below shoulder level with both arms together and/or independent of one another; lifting and/or carrying up 30 pounds, use of fingers and hands for repetitive, non-repetitive, or consistent actions; fine manipulating with fingers; and using sense of touch.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

CONDITIONS OF EMPLOYMENT

Satisfactory completion of a background examination and other pre-employment requirements as identified in the City's Personnel Policy. All employees must comply with appropriate local, state, and federal safety rules, regulations, and statutes. All employees must comply with organizational and departmental policies.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This job description does not constitute an employment agreement between the City and the employee and is subject to change by the City as the needs of the City and requirements of the job change.

I, (print name) _____, have reviewed this job description and I understand the job duties and responsibilities. I can perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of the City without it being specifically included in the job description.

I have discussed any questions I may have had about this job description with the City Administrator prior to signing this form.

A signed copy of this Job Description will be provided to the Employee, and the signed original will be placed in their personnel file.

_____ _____

Employee Date

_____ _____

City Administrator Date