

Village of Holly
JOB DESCRIPTION

TITLE: VILLAGE CLERK-TREASURER

DEPARTMENT: Office EMPLOYMENT STATUS: Exempt, Supervisory

REPORTS TO: Village Council/Village Manager SALARY RANGE:

JOB TITLES SUPERVISED: Deputy Clerk - Treasurer (Accounts payable, Accounts Receivable, Utility Billing and Voters Registration).

JOB PURPOSE: Support Village operations by directing, supervising and coordinating municipal clerk and treasurer activities as required by statute, Village Charter, and ordinances.

ESSENTIAL JOB RESULTS:

1. PROTECTS FISCAL ASSETS by authorizing claims for disbursement against submitted documentation; by paying monies out of the treasury pursuant to adopted appropriations; by collecting, banking and investing all monies belonging to the Village; by verifying assets and liabilities and reconciling financial discrepancies; by keeping a list of all Village-owned property; by preparing reports for management identifying current financial status; and by investing idle funds.
2. MAINTAINS MUNICIPAL CLERK AND TREASURER FUNCTIONS by collecting and banking all monies belonging to the Village; by maintaining utility billing system; by administering real and personal property tax system; by publishing legal notices; by posting meeting notices in approved locations; by countersigning and attesting documents; by administering oaths and affirmations; by preparing all village resolutions and ordinances for adoption by village council; and certifying, when required, copies of records; oversees Community Development Block Grant monies by submitting annual application and accounting with Oakland County.
3. PROVIDES LEGAL AND HISTORICAL REFERENCE by keeping a journal in the English language of all proceedings of the Village Council and other boards and commissions as assigned; by recording all ordinances and resolutions in their respective "official books" and maintaining the Village Code of Ordinances current; and by maintaining the Village's record management system.

4. **MAINTAINS VILLAGE OFFICE SERVICES** by organizing office operation and procedures; by controlling correspondence; by reviewing and approving supply requisitions; and by assigning and monitoring clerical and accounting functions.
5. **COMPLETES OPERATIONAL REQUIREMENTS** by scheduling and assigning employees and by following up on work results.
6. **COMPLIES WITH FEDERAL AND STATE LAWS AND LOCAL ORDINANCES AND REGULATIONS** by enforcing adherence to requirements; by studying existing and new legislation and case law; by anticipating future legislation; by advising management on needed action; and by preparing and completing required reports.
7. **KEEPS MANAGEMENT INFORMED** by reviewing and analyzing operational data; by summarizing information; by identifying trends; and by suggesting operation changes to management.
8. **MAINTAINS ACCOUNTING AND CLERICAL STAFF** by recruiting, selecting, orienting, and training employees.
9. **MAINTAINS ACCOUNTING AND CLERICAL STAFF OF RESULTS** by coaching, counseling and disciplining employees and by planning, monitoring and appraising job results.
10. **MAINTAINS TECHNICAL KNOWLEDGE** by studying applicable state laws and local ordinances; by attending education workshops; by reviewing professional publications; and by participating in professional societies and organizations.
11. **ACHIEVES FINANCIAL OBJECTIVES** by developing and recommending an annual budget; and by scheduling expenditures, analyzing variances, and initiating corrective actions.
12. **CONTRIBUTES TO TEAM EFFORT** by accomplishing related results as necessary.
13. **PREFORM SPECIAL PROJECTS** as assigned by village council.

WORKING CONDITIONS AND PHYSICAL EFFORT:

The person who holds this position is an administrative officer of the Village. The incumbent is appointed to the office by the Village Council and holds the office at

their pleasure. The incumbent's actions are directed by state law, the Village Charter and Ordinances, and directives from the Village Manager.

The Office of Village Clerk-Treasurer is a multi-activity operation. The responsibilities of the Office include accounts receivable and payable, collecting and billing utility accounts, real and personal property tax administration, general ledger, preparing payroll, preparing Council minutes and other boards; minutes as assigned, maintaining the "official" ordinance and resolution books and keeping current the village code of ordinances, and maintaining the records management system.

The position is that of a working supervisor. The position supervises currently three (3) employees in the job titles Account Clerk and Clerk-Receptionist. The incumbent is expected to be able to carry out the work of each position supervised to maintain the work of the Office of Clerk-Treasurer. The incumbent may appoint any village employee as a deputy clerk-treasurer to perform the duties and responsibilities of the clerk-treasurer in the incumbent's absence or inability to perform the duties and responsibilities of the office.

The incumbent sets own work schedule within a work week that follows normal business days (Monday through Thursday, 7:30 AM to 6 :00 PM). The activities and deadlines required of the office dictate the work schedule. In providing minute taking support the incumbent can expect to attend meetings after normal business hours.

The work of the position requires communicating with members of the Village Council and other Village-created boards, Village management and staff; the public, customers, consultants, intergovernmental officials and vendor contacts. The incumbent will be called upon frequently to explain technically difficult material to a non-technical public. The work of clerk-treasurer is done in the office environment that can be distracting as several operations go on simultaneously. The incumbent is expected to work the counter as necessary.

Physically, the person who holds this position can expect to exert up to 10 pounds of force occasionally, or a negligible amount of force frequently to lift, carry, push pull or otherwise move objects and open filing cabinet drawers, including the human body. The work involves sitting most of the time, but may involve walking and standing for infrequent periods. Physical effort applied in an office environment and in searching for records (handing and reaching).

JOB REQUIREMENTS: (fulfillment of these requirements is the continuous responsibility of employee):

1. Follow the statutes, rules, regulation, practices, policies, procedures, customs, ordinances and charter of the Village of Holly and of the federal and state government, as applicable.
2. Apply generally accepted accounting principles for fund accounting to the Village's accounting system.
3. Prepare journals of meeting proceedings (minutes), manuals, reports, and letters conforming to acceptable rules of punctuation, grammar, diction and style.
4. Apply methods and techniques of effective financial and treasury management to the essential job results.
5. Use methods of effective public and interpersonal communications to maintain and promote effective and courteous public relations and speak clearly and distinctly with poise, correct pronunciation and in complete sentences using correct English.
6. Exercise judgement to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
7. Interpret instructions furnished in written, oral, diagrammatic, or schedule form and complete the work as required.
8. Apply mathematical methods in the performance of job results. These include, but are not necessarily limited to, add, subtract, multiply and divide all units of measure (including American monetary units) and decimals; compute ratio, rate, and percent; and draw and interpret bar and line graphs, and pie charts.
9. Read and comprehend newspapers, business magazines and journals, manuals, financial statements and reports, dictionaries, thesauruses, and encyclopedias.
10. Operate general office machines, including, but not limited to, personal computer, facsimile machine, photo-static copier, postage meter, 10 - key adding machine, typewriter, two-way radio, and dictation tape transcriber.
11. Employ keyboarding skills to use work-related software programs provided by the Village.
12. Use software programs provided by the Village to perform the essential functions of the position.
13. Work the hours needed to complete operational requirements.
14. Possess and maintain a valid Michigan driver's license and meet the minimum driving standards of the Village's risk manager.

INDICATORS OF PREPARATION FOR EMPLOYMENT:

Demonstrated ability to meet job results standards and fulfill the requirements of the position.

OR

Education and training equivalent to a Bachelor's degree from an accredited college or business school with a major in accounting or a Bachelor's degree from an accredited college or business with a major in business administration, office administration, public administration or a closely related field and twelve (12) hours of course work in accounting; three (3) hours of which were in fund accounting. Three (3) years practical experience in accounting work with one (1) year in supervising accounting operation. Prefer experience gained while in employment of a local government.

OR

Holder of bona fide certification from the International Institute of Municipal Clerks (IIMC), Municipal Treasurer's Association (MTA) US & C; the Professional Secretaries Association, or similarly recognized international or national association related to job results and one (1) year experience in supervision.

OR

A combination of the above.