

CITY OF HARRAH

OCCUPATIONAL TITLE: City Clerk

OCCUPATIONAL CODE: 1125

DEPARTMENT/DIVISION: City Clerk

GENERAL DEFINITION:

The City Clerk shall serve as the official City custodian of documents as prescribed by the City Charter and Code.

The work of the City Clerk entails the completion of a variety of special assignments as designated by the City Manager, who provides general supervision. The City Clerk shall exercise the powers and duties as prescribed in the Charter of the City of Harrah.

The incumbent receives management direction from the City Manager, who reviews work through reports, conferences, and an assessment of results obtained.

ESSENTIAL FUNCTIONS AND DUTIES:

(The items listed below are not intended to be a complete listing of all essential functions and duties of this position.)

- Serve as custodian of all City records and custody of city seal and bonds;
- Prepares agendas and keeps the journal of the proceedings of the City Council meetings;
- Maintains record of all ordinances and resolutions approved by the City Council;
- Knowledge of rules and regulations governing municipal financial management;
- Knowledge of all federal, state and county fiscal reports to the City Council;
- Knowledge of policies and procedures of the City;
- Provides documentation on open records request;
- Knowledge of the various accounting and computer systems;
- Must have organization and management skills;
- Maintains a records of all city boards, schedules meetings and publish said meetings;
- Maintains records of all city contracts and agreements and makes sure all are current;
- Counter signs warrant as required by law;
- Plan, prepare and publish documents for municipal elections;
- Maintain an awareness of proper safety procedures and guidelines, and apply these in performing daily activities;
- Assist in preparation of all licenses and permits;
- Serves as the Planning Commission Secretary and Abatement Board Secretary;
- Maintains, post and coordinates the surplus items for sale;
- Oversees the OWRB Loan documents and responsible for draw downs on loans;

- Maintains and tracks the REAP grant;
- Assist with the customer service window as needed;
- Do any and all other functions required by the City Manager or other appropriate supervisors.

MINIMUM QUALIFICATIONS:

- Knowledge equivalent of an associate degree in public or business administration, accounting, financial management, or a closely related field;
- Four (4) years of experience in managing fiscal operations in a local government setting; or an equivalent combination of training and/or experience which would afford the applicant with the below referenced knowledge, skills, and abilities;
- Knowledge of modern principles of public financial management, administration, budget preparation, and accounting;
- Substantial knowledge of data processing, personnel administration, and purchasing;
- Knowledge of the rules and regulations governing municipal financial management in Oklahoma;
- Knowledge of modern office management, practices, and procedures and equipment, particularly as applied to municipal accounting operations;
- Strong computer skills with various software's;
- Ability to maintain effective working relationships with subordinates, other department heads and coworkers;
- Ability to plan, layout and execute municipal accounting programs;
- Ability to communicate effectively, both orally and in writing;
- Skills in administration and management involving principles as well as people.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

- Some exposure to unpleasant citizens, must be able to handle tactfully;
- Subject to abnormal daily stress;
- Must be able to handle and properly account for large volumes of documentation with confidentiality;
- Must handle detailed, complex concepts and problems; and make rapid decisions regarding administrative issues;
- Work is typically indoors, subject to sitting, standing, walking, and using a telephone for extended periods of time;
- Subject to constant noise of a computer, copying machine, ten-key, and telephone;
- Subject to working in a confined area in close proximity to others, with frequent interruptions;
- Hearing and speech required to communicate clearly and distinctly in English, by telephone and in person, within the confinement of a semi-noisy environment;
- High degree of concentration required to fulfill essential job duties;

Retain in employee personnel file

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Revised February 2008, October 2012, November 2013, July 2022, August 2023

- Vision required to read and review written correspondence, reports, statistical and technical information, computer screen, etc.;
- Subject to continuous exposure to light and glare from a computer terminal;
- Must have a professional appearance and demeanor; and convey a professional and positive image and attitude regarding the City;
- Some local travel may be required to conduct site visits; may be required to attend local or out-of-town conferences and seminars, etc.;
- Must maintain a flexible work schedule to meet various demands of City Manager; hours may be long and irregular.
- The job duties of this position are conducted on site at city office(s).

SUPERVISION:

This position is under the supervision of the City Manager.

EEO Class: Officials and Administrators (OA/9131)

FLSA Status: exempt

Grade: S3-S4-S5-S6

This job description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in these specifications. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA).

I understand and agree that my employment is at will only and for no term of definite duration. I also understand and agree that either the City of Harrah or I may terminate my employment relationship at any time.

Employee

Date

The City of Harrah, Oklahoma, is an Equal Opportunity Employer.