

Posted 1-29-24

JOB POSTING

City Clerk

The City of Harrah is accepting applications for City Clerk.

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

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.
- 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.

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 a 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 various accounting and computer systems; Counter signs warrant as required by law; Plan and prepare for municipal elections; Maintains records of all city contracts and agreements and makes sure all are current; 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.

Application and detailed job description available at www.cityofharrah.com.

Salary based on experience and education.

Benefits:

Insurances: health, dental, vision, and life

Paid leave: Vacation, Sick, Holiday

Retirement: Oklahoma Municipal Retirement Fund

Please submit the application and signed copy of the job description to:

Hand deliver:

City of Harrah, 19625 NE 23rd,

Or mail to:

City of Harrah, Attn: HR Director

PO Box 636, Harrah, OK 73045

Or email to:

Financedirector@cityofharrah.com

Applications accepted until the position has been filled. The City of Harrah is a Drug Free EOE.