

City of Vergas**Job Description**

POSITION TITLE:	City Clerk-Treasurer and Liquor Store Manager
DEPARTMENT:	General Government/Water/ Sewer/Liquor
SUPERVISION RECEIVED:	City Council
SUPERVISION EXERCISED:	Liquor Store Clerks, Event Center Maintenance and Receptionist
FLSA STATUS:	Full Time, Non-exempt
Date of Latest Revision:	Revised March 2019

Position Summary:

The City Clerk is the appointed representative for the administrative oversight and coordination of city operations and municipal affairs; record keeping, budget, policies, utilities, zoning, and grant writing. Assists and supports the City Council, City Departments and city appointed Board Officials and serves as the custodian of the City's seal and records.

As Liquor Store Manager performs the administrative work to manage the operations of the City's off-sale liquor store. This entails developing and implementing policy and procedures, directing and managing work processes and activities to promote sales, manages expenses, and supervises employees. Determines inventory and product needs, makes purchases, set's prices for merchandise and reviews/approves invoices for payments. Is directly responsible for sales and profitability and accountable for the store receipts and expenditures.

Essential Functions for the Position City Clerk:**1. Leadership and Supervision:**

Organizes and directs the operations of municipality by researching policies, ordinances and laws and has the primary responsibility for ensuring adherence to the same in matters of council actions, human resources, and administrative practices. Acts as employee supervisor and resource by participating in the hiring process and ensuring mandatory and development training requirements are met and maintaining personnel records. Monitor's payroll, tracks work hours, compensatory and leave time. Provides support to city officials and city departments by informing, prioritizing, assigning, monitoring, and assisting with associated work needs. Is committed to continued development of own knowledge and skills to perform the duties of the position and make improvements through ongoing training and education.

2. Administration:

Represents the City with agencies including the Office of the State Auditor, MN Revenue, IRS, PERA, DEED, MDH, MPCA, OSHA, etc. monitoring and reporting to ensure city compliance. Signs official papers, posts and publishes notices and ordinances. Attends council and other meetings as needed and represents the City in a courteous and professional manner in person, phone or correspondence.

3. Office Operations:

Serves as the point of contact and information resource to the municipality, the city council, and other councils and boards. Acts as the recorder and record keeper for the city council and other councils and boards; preparing meeting notifications and agendas, compiling informational materials and providing action and document follow-up. Responsible for special project assignments for the various department and councils/boards and assists with research and correspondence. Monitor's phone, fax, mail, and email

for critical information and compliance issues. Develops and approves city radio and print advertising. Serves as the custodian for city central files, personnel files, ordinances, policies, resolutions, minutes, and all other municipal documents.

4. Municipal Affairs:

Receives requests, complaints and information inquiries from the public and processes through city staff and/or the City Council. Reviews, renews, and reports on property, liability, liquor liability, bonding, work compensation, and unemployment insurances. Preparation/follow-up of all city business and dog and liquor licenses. Assists in bidding, contracting, bonding, and auditing procedures. Administers local election activities. Active in city events including fundraisers and celebrations and hearings and updates addresses, licensures, business and mailing lists. Prepares assessment materials and certifies to the county.

5. Financial Duties:

Develops and monitors the city budget for all municipal departments and prepares fiscal performance reports; monitors statements, claims and disbursements; and is the signatory on city checks. Assists the city council in monitoring and adjusting the budget or expenditures. Certifies levy information to the county auditor and budget information to the state auditor and prepares monthly budget reports for the liquor store and Event Center. Monitors and assists in managing city investments, savings accounts, and bond accounts/payments. Reviews invoices, statements, and claims, and signs checks.

6. Zoning:

Receives requests for construction permits, prepares information for the City Council regarding permits. Monitors and assists in managing the construction permits for zoning regulations. Takes minutes at Planning Commission meetings and provides Council with their recommendations.

7. Grant Writing:

Research grant opportunities supportive of City goals, growth and improvement needs and writes or delegates the writing of grants on behalf of the City of Vergas.

8. Utility Billing:

Plans, manages, supervises and implements all utility billing functions, including billing, collections and customer service. Coordinates with meter readers to insure accounts are read in a timely manner and ensures accuracy of the meter readings and directs rereading of meters when inconsistencies identified between the readings for present and previous months. Coordinates with other Electrical personnel to process work orders for utility disconnections, reconnections, new orders, owner/tenant changes and other public service requests. Develops and implements the goals, policies, procedures and controls for all utility billing functions: billing, collections and customer service. Reviews billings for accuracy and re-calculates bills which have been issued to customers improperly. Pursues collection of delinquent utility accounts, including preparation and mailing of final notices, shut-off and turn-on orders, establishment and monitoring payment schedules, adjusting errors and processing complaints. Reviews and verifies all utility activities at each month's end. Prepares delinquent account data for preparation of assessment rolls for tax certification.

Essential Functions for the position of Liquor Store Manager:

1. Departmental Administration & Management:

- A. Daily coordination and controls of liquor store operations in compliance with state and federal laws/rules/regulations and in accordance with City policies.
- B. Regularly informs the City Council regarding department operations and activities and prepares department's new and revised policies and plans, implementing and administering upon City Council approval.
- C. Attends meetings of City Council and oversight committees and implements Council directives.

2. Sales Operations & Store Maintenance:

- A. Maintains cash control by balancing and preparing daily cash report; prepares and makes daily bank deposit; and ensures adequate change is available for the cash register.
- B. Prepares and submits monthly sales report to City Council
- C. Handles purchases and make related decisions: orders liquor, beer, wine, and other merchandise & supplies; follows up with vendors on missing or damaged items; and reviews/codes invoices for accuracy.
- D. Manages inventory and makes related decisions: prices items according to sales and profitability goals; conducting physical checks as necessary; providing information to the Clerk-Treasurer.
- E. Determines methods to increase profitability of operations and decrease expenses; advertises specials/sales following state guidelines; and oversees other promotional activities.
- F. Oversight and participation in the maintenance of store's appearance; oversees regular building maintenance and maintenance of all departmental equipment; and coordinates or performs repairs/services as appropriate. Monitors and maintains the store's electronic security system.

3. Coordination with Other City Departments:

(Areas of coordination includes: city/community events, common budgeting/purchasing issues, store security and workplace safety, and emergencies)- do we need this breakdown?

- A. Question how security/safety & emergencies is addressed.
- B. Coordinates work with other city department's by sharing information, actively seeking input/feedback, and informing elected/appointed officials of important issues, concerns and needs.
- C. Receives requests, complaints and information from the public and transmits to staff and/or the City Council; providing follow-up as requested and needed.

4. Supervision of Employees

- A. Conducts the full complement of supervisory functions for assigned positions; staffing/hiring, training & staff development, assigning and prioritizing work, reviewing work and work results, coaching and evaluating performance, compensation/rewards, and discipline/ discharge per City policy.
- B. Manages payroll, reviewing & submitting bi-weekly time sheets.
- C. Provides oversight and participates in mandatory and other job-related training. for department employees to ensure and improve safety, emergency response and work-related procedures.
- D. Demonstrates by example the desired standards of conduct and work habits and promotes teamwork through communication, motivation and cooperation.

Performance Criteria:

- Effectively executes the operations of the City.
- Courteous and cooperative with public officials and the public.
- Effectively communicates in person, phone, or correspondence.
- Demonstrates effective time management in the completion of duties.
- Completed work is professionally complete, accurate and timely.
- Maintains confidentiality and privacy according to rules and regulations.
- Promotes teamwork, safety, professionalism with staff and the overall City.
- Demonstrates ability to effectively execute change and improvements.

- Demonstrates accountability in attending meetings and providing the support needs.

Minimum Requirements:

- Preferred minimum Associate Degree in Business Management or Accounting
- One to three years of accounting and/or bookkeeping experience
- Knowledge of laws, rules, and regulations of local, state, and federal requirements
- Demonstrated proficiency in reading, interpreting, and communicating policy and procedures.

Desirable Qualifications:

- Additional ability, training, and/or experience in bookkeeping or accounting
- Experience in the coordination and financing of varied municipal activities
- Advanced knowledge of local government and public administration
- Additional experience and ability in computer office automations; word processing, spreadsheets, diagrams, and record management.

Special Working Conditions:

Work is light to moderate, requiring sitting for extended periods, and variably frequent rising, walking, standing and bending. This position is required to have hand and arm dexterity adequate to allow for extensive use of keyboards, to talk and hear with enough proficiency to allow for communicating by phone or in person and to have adequate vision to accommodate frequent viewing of computer screens and printed reports. This position requires lifting and/or moving up to 10 pounds frequently, and infrequently lifting or moving up to 25 pounds. The noise level is usually low to moderate. Flexibility to work consistent business hours and be available for office nights for meetings.

The work environment and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The functions, criteria, and qualifications are intended only as an illustration of various types of work performed and are not all inclusive. The job description does not constitute an employment agreement and is subject to change as the needs of the City and the requirements of the position change.