

CITY OF HOBART

City Clerk/Treasurer

Job Description

Title: City Clerk/Treasurer

Department: City Clerk

Reports to: City Manager

Job summary:

Administrative position responsible for performing the duties of the City Clerk's office. Serves as the official record keeper for the City, overseeing the maintenance of the official city records, including ordinances, resolutions, policies, procedures as prescribed by State Law and City of Hobart's code. Serve as clerk to the city council and supports the city manager, mayor and council-appointed boards, commissions and committees. Responsible for preparing agendas, minutes, overseeing the posting and advertising of public notices and meetings.

Summary of essential job functions:

May include, but are not limited to, the following:

- Preparing agendas and recording proceedings for city council meetings; keep track of all city boards and schedule of meetings.
- Certifying and recording resolutions, regulations, and ordinances passed by council. Oversee the publication and re-codification of city ordinances.
- Act as official records manager and Open Records Request Administrator for the city, maintain all official city records of council, boards, commissions and committees; and respond to request for information.
- Serves as Chief Election Official and ensures all elections are executed in accordance with state statute and regulation.
- Assist in preparing the annual city budget.
- Work with auditors.
- Maintain records of all city contracts and agreements and make sure all are current.
- Maintaining custody of the city seal and bonds.
- Customer service and public relations; assist general public with city matters and handle general complaints.
- Coordinates and supervises the Utility Billing/Accounts Payable Clerk and HR/Payroll/Court Clerk work duties.
- Responsible for obtaining license tags and titles for all real property, city equipment, city vehicles, and trailers; and auditing accordingly.
- Responsible for processing insurance claims for damage to city property and maintaining and auditing files with all documentation and financial information.
- Knowledge of modern office management, practices, procedures and equipment.
- Establish and maintain effective working relationships with City officials, other department heads, coworkers, and the general public.

Always represent the city in a positive manner in all situations

Preferred skills:

Knowledge of pertinent federal, state, and local ordinances, codes, and regulations related to municipal government. Have excellent communication skills, organization and time management skills, accounting, computer skills including Microsoft Word, Excel and other computer software. Knowledge of applicable laws, customer service, attention to details, and strong work ethics.

Qualifications:

Any combination (preferred but not required) of training, education, or experience equivalent to graduation from an accredited college or university with an associate degree in public or business administration, accounting, financial management, or a closely related field.

Must have and maintain a valid Driver's License

Must pass a Pre-Employment Drug Test

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.