

TOWN OF LAKE CITY

JOB DESCRIPTION

DEPUTY CLERK/UTILITIES MANAGER

GENERAL PURPOSE

Provides a variety of routine and complex clerical, customer service, accounts receivable, receptionist and administrative tasks. Performs clerical work and assumes all duties when the Town Clerk is absent.

SUPERVISION RECEIVED

Works under the general supervision of the Town Manager.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Serves as primary contact with citizens in response to inquiries related to Board of Trustees meetings and Town records.

General responsibility of ensuring all information on the Town's website is updated and maintained correctly insuring ADA compliance according to state statute.

Types Board Member's and Mayor's correspondence.

Retrieves, opens, and processes mail.

Serves as custodian of official Town records and public documents; Performs certification and recording for the Town as required on legal documents and other records requiring such certification; seals and attests by signature to ordinances, resolutions, and contracts, easements, deeds, bonds or other documents requiring town certification; catalogs, digitizes files into ADA format and uploads digital files to cloud filing system/ files paper copies of all Town records.

Manages all CORA requests received by the Town, redacts sensitive information and provides them to the requestor in a timely manner determined by state statute.

Attends regular and special Board of Trustee meetings; performs an accurate recording of the proceeding, preparation of the minutes using proper legislative terminology, recording, indexing, and filing for the public record.

Files ordinances and resolutions of the Board and oversees the codification of ordinances into the municipal code.

Prepares and advertises meeting agendas, bid, and other advertisements,

Deputy Clerk/Utilities Manager
Job Description

Page 2

legal notices of public hearings, and special meetings.

Prepares a monthly report for the Board of Trustees.

Assists, supports, and participates in the annual audit.

Assist the Town Clerk in processing applications for permits and licenses.

Provides backup when the Town Clerk or Town Manager is absent.

Utilities Manager

Responsible for using Caselle utility management software for water/sewer utility account maintenance and transactions.

Processes closing paperwork to close customer utility accounts, correct bills, generate final bills, and customer refunds.

Creates new utility accounts, handles complaints, and answers customer questions regarding their utility accounts.

Creates meter read file in Caselle and uploads to Sensus meter reader for bi-monthly meter read that is performed by public works.

Download meter read file, import into Caselle and ensure that all meters are read properly. Corrects any errors associated with the read.

Prints high usage list and work with Public Works to reconcile high usage customer accounts.

Generates and uploads bi-monthly billing statements to Bill Flash for printing and mailing.

Post penalties on outstanding utility accounts, prints, and mails shut-off notices.

Receive and maintain records of sewer jetting and inspection work orders.

Run end of month processes in Caselle, generate and maintain monthly reports.

OTHER DUTIES

Attend seminars and workshops related to the Deputy Clerk duties and responsibilities.

Make reservations and travel arrangements for meetings, seminars, and conventions ensuring that sales tax exemption status is applied.

Retrieves, opens, and processes the mail.

Performs related work and projects assigned by the Town Manager.

Coordinates with Town Manager to identify appropriate yearly training and education opportunities.

Types Board Member's and Mayor's correspondence; Make reservations and travel arrangements for meetings, seminars, and conventions.

Communicates with Board of Trustees, Town Manager, Town Departments, Citizens, Advisory Boards, and Commissions, and outside agencies to perform research and provide information as required.

Assists Town Manager in editing, formatting, and publishing Town newsletters.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from a college or university with an associate degree in business management, records management, public administration, accounting, finance, economics, or a closely related field, and/or
- (B) Certifications related to bookkeeping, accounting, finance, administration, or a closely related field, and
- (C) Two (2) years related experience; or
- (D) Any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year for year basis.
- (E) At least one year working in public sector preferred (but not required).
- (F) At least one year working as a Town, City, or County Clerk or Deputy Clerk preferred (but not required).

SPECIAL REQUIREMENTS

- (A) Valid Colorado State License; or ability to obtain one.
- (B) Knowledge of or willingness to learn basic accounting principles and practices.
- (C) Knowledge of or willingness to learn applicable Colorado Revised Statutes which pertain to records retention and public information.
- (D) Knowledge of or willingness to learn computer software applications including Microsoft Office products, Adobe Acrobat, and Caselle Accounting and Payroll software.
- (E) Knowledge of administrative and office procedures and systems such as word processing, managing files and records, and workplace terminology.
- (F) Skilled in record-keeping management and professional, contemporary office practices and equipment.
- (G) Skilled in setting and meeting deadlines; must be able to work

with a high degree of independence with minimal supervision.

- (H) Skilled in compiling, evaluating, and presenting Town information; must be able to problem solve, negotiate, and conduct policy analysis and research.
- (I) Ability to develop and maintain productive relationships with elected officials, Town staff, business leaders, advisory boards/commissions, and public.
- (J) Exercise tact and diplomacy in contact with the public, Board of Trustees, Town staff and other government agencies.
- (K) Ability to make independent decisions and assist in routine managerial decisions.
- (L) Ability to prioritize a wide scope of duties and projects simultaneously.
- (M) Ability to produce quality and detailed work despite frequent interruptions.
- (N) Ability to communicate clearly both verbally and in writing.
- (O) Ability to maintain awareness of current trends and best practices and participate in related professional associations as appropriate.
- (P) Must be able to manage confidential and/or sensitive information without disclosing it to unauthorized personnel.
- (Q) Ability to be able to occasionally work additional hours if part time and/or overtime and evenings, depending on the needs of the office and the board of trustees if the Town Clerk or Town Manager is absent.
- (R) The Deputy Clerk does not provide immediate supervision of any staff.

TOOLS AND EQUIPMENT USED

Personal computer; productivity and accounting software; calculator; phone; copy/scanning machine; fax machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.

The employee must occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics 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 noise level in the work environment is usually quiet.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.