

**CITY OF GUSTAVUS, ALASKA
Resolution CY14-27**

**A RESOLUTION OF THE GUSTAVUS CITY COUNCIL DIVIDING THE CITY
CLERK/TREASURER POSITION INTO A CITY CLERK POSITION AND A CITY TREASURER
POSITION**

WHEREAS, the incorporation of the City of Gustavus on April 1, 2004, required creating the position of City Clerk/Treasurer, and

WHEREAS, upon incorporation, the Gustavus City Council agreed the position could be performed by a single person, and

WHEREAS, by September, 2013, the City Council agreed that the workload was too great to be reasonably and responsibly handled by a single person and agreed to create a deputy clerk position, and


WHEREAS, the resignation of the Gustavus Fire Chief in June, 2014, brought added responsibility to the deputy clerk who assumed the administrative duties of a fire chief, and

WHEREAS, the FY13 audit of the City revealed comprehensive changes that will be implemented by a City Treasurer, creating a greater workload, and

WHEREAS, there is a need to re-define and divide the responsibilities of the City Clerk and the City Treasurer, now therefore be it

RESOLVED, that the Gustavus City Council agrees that the position of Gustavus City Clerk/Treasurer be split into two separate positions of Gustavus City Clerk and Gustavus City Treasurer as provided by Appendix A and Appendix B.

PASSED and APPROVED by the Gustavus City Council this 11th day of August, 2014.



Mayor, Sandi Marchbanks



Attest: Lori Ewing, City Clerk

CITY OF GUSTAVUS
City Clerk Position Description

Title: City Clerk

Regular Full-time Position

The City Clerk position is a regular full-time, non-exempt, hourly position. The Clerk is expected to work 40 hours per week and to attend all City Council work sessions, general meetings and special meetings when requested.

Supervisor: Mayor and Gustavus City Council

Wage Range: Depending on qualifications and experience

Summary: The City Clerk administers democratic processes, such as elections, access to city records, and all legislative actions, ensuring transparency to the public. This position is appointed by the Council and serves at the pleasure of the Council.

City Clerk Essential Duties and Responsibilities:

- Develops, recommends and implements policies and procedures for administration for city democratic processes;
- Ensures compliance with notices and other requirements for public meetings;
- Prepares and publishes meeting agendas and meeting packets as required;
- Posts notices of Council meetings, resolutions, published ordinance, ordinance for adoption and other public documents in the community;
- Manages municipal records, as outlined in ordinance;
- Ensures public records are available for inspection, as required and allowed by law;
- Attends meetings of the Council, as required, and keep action minutes;
- Maintains custody of the official City Seal;
- Administers City Records Retention Schedule;
- Acts as the parliamentarian to the Council;
- Maintains an indexed file of all permanent municipal records, and authenticates or certifies records, as necessary;
- Provides for the codification of ordinances utilizing the Municode system;
- Acts as the designated election supervisor for the City, administers all municipal elections, and ensures municipal compliance with the Voting Rights Act of 1965;
- Administers oaths, affirmations and acknowledgements, as necessary
- Acts as Gustavus Volunteer Fire Department Administrator:
 1. Develops and maintains necessary records and other controls over all response gear such as inventories, maintenance records, maps etc.
 2. Develops and maintains department members' training records
 3. Coordinates the submission of reports to the state using Aurora and NFIRS or currently adopted system.
 4. Compiles run-sheets and submits information to ambulance billing service for reimbursement for GVFD service.
 5. Is appointed by Mayor to serve as HIAPA Compliance officer for the GVFD.
- Covers essential financial duties in the absence of the City Treasurer;
- Updates City webpage;
- Maintains commission as a notary public;
- Performs other duties, as specified in Alaska Statutes and Gustavus Municipal Code, or as may be requested by the Mayor and/or Council.

Required Minimum Qualifications - Education and Experience

- Graduation from high school or GED equivalent. College courses in accounting and public administration preferred;
- Three years' experience in accounting, including computer-based accounting;
- Five years of secretarial, office management or administrative experience. Municipal experience preferred;
- Holds or promptly obtains a valid Alaska driver's license;

Desirable Qualifications

- Needs to be able to achieve Certified Municipal Clerk (CMC) certification within three years.

Knowledge, Skills and Abilities

- Strong organizational skills;
- Strong communication skills, including the ability to communicate verbally and in writing, at times regarding confidential and/or sensitive material;
- Strong computer skills, with demonstrated proficiency in word processing and spreadsheet programs, including MS-Word, MS-Excel, MS-Publisher, and QuickBooks;
- Strong writing skills, including knowledge of grammar, spelling, punctuation, and business-style and government-style writing;
- Knowledge of office practices and procedures;
- Ability to interpret, apply, consolidate, and prioritize information;
- Ability to record and provide to the Council the action minutes of official City Council meetings;
- Ability to maintain effective working relationships with and communication with the City Council, City employees, State and Federal officials, and the public;
- Knowledge of municipal government operations;
- Knowledge of municipal government laws and regulations, preferably in Alaska;
- Experience in coordinating with local, state, and federal government agencies;
- Ability to sit and use hands to operate a computer keyboard or equipment controls, and to talk and to hear;
- Ability to reach with hands and arms;
- Ability to lift and/or move up to twenty-five pounds;
- Clear close and distance vision.

Notice:

CoG 3.04.02 (d) (2)

An Employee shall conduct City work only within the City of Gustavus, unless an employee is on an authorized business trip.

The examples of duties and responsibilities included in this position description are intended only as illustrations of the various types of work typically performed. The omission of specific statements of duties and responsibilities does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This position description does not constitute an employment agreement between the City of Gustavus and an applicant for the position or an employee holding the position. The position description is subject to change by the City of Gustavus, in its sole discretion, as the needs of the City and requirements of the position change.

CITY OF GUSTAVUS
City Treasurer Position Description

Title: City Treasurer

Regular Full-time Position:

The City Treasurer position is a regular full-time, hourly position. The Treasurer is expected to work 40 hours per week and to attend City Council work sessions, general meetings and special meetings, when requested by the Mayor or the City Council.

Supervisor: Mayor and Gustavus City Council

Wage Range: Depending on qualifications and experience

Summary: The City Treasurer is responsible for internal financial controls for the City of Gustavus. This position is appointed by the Council and serves at the pleasure of the Council.

City Treasurer Essential Duties and Responsibilities:

- Develops, recommends to council and implements policies and procedures ensuring internal financial control;
- Prepares financial statements and reports;
- Maintains accounting records of all municipal funds;
- Maintains operation of general accounting system and records of assets, liabilities, and financial transactions;
- Assists Mayor in preparation of budget;
- Assists city departments and/or committees in preparation of departmental budgets
- Processes accounts payable, vendor payments, receives and reviews invoices, issues and approves purchase orders;
- Matches purchase orders with invoices, calculates discounts, checks amounts, and enters data for payments;
- Prepares checks for processing and payment to vendors;
- Performs account analysis, AMLIP, Endowment Fund and checking account reconciliation;
- Collects accounts receivable, sales and room tax, penalties and interest;
- Reviews year-end (December) balance of ambulance billing service accounts with City Council;
- Reviews and discusses uncollected accounts with ambulance billing service on a semi-annual basis;
- Acts on behalf of the City with collection agencies;
- Files property liens on behalf of the City;
- Maintains confidential employee records;
- Maintains knowledge of current employment laws and compliance to regulatory concerns regarding employees;
- Processes employee tax payments and reports as necessary;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Monitors and files reports on all City grants with various funding agencies.
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Maintains commission as a notary public;
- Covers essential duties in the absence of the City Clerk;
- Performs other related duties as assigned, with authorization from the Mayor and/or City Council.

Required Minimum Qualifications – Education and Experience

- Graduation from high school or GED equivalent. College courses in accounting and public administration preferred;
- Three years accounting, including computer-based accounting, experience;
- Five years secretarial, office management or administrative experience, municipal experience preferred;
- Holds or promptly obtains a valid Alaska driver's license.
- Is bondable.

Desired Qualifications

Knowledge, Skills and Abilities

- Strong organizational skills;
- Strong communication skills, including the ability to communicate verbally and in writing, at times regarding confidential and/or sensitive material;
- Strong computer skills, with demonstrated proficiency in work processing and spreadsheet programs, including Quickbooks; MS-Word; MS-Excel and MS-Publisher;
- Knowledge of office practices and procedures;
- Ability to interpret, apply, consolidate and prioritize information;
- Ability to maintain effective working relationships with and communication with the City Council, City employees, State and Federal officials, and the public;
- Knowledge of municipal government operations
- Knowledge of municipal government laws and regulations, preferably in Alaska;
- Ability to sit and use hands to operate a computer keyboard or equipment controls, and to talk and to hear;
- Ability to occasionally lift and/or move objects up to twenty-five pounds;
- Clear close and distance vision.

Notice:

CoG 3.04.02 (d) (2)

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