

The City of London is accepting applications for the position of City Clerk. Applications are available at London City Hall.

POSITION DESCRIPTION

CLASS TITLE: City Clerk

CHARACTERISTICS OF THE CLASS: Under general legislative and executive direction, is responsible for maintaining City records including custody of the seal of the City; prepares requests for customer-requested licenses, permits, organizes, directs, coordinates, and evaluates the financial management program and staff of the city and does related work as required.

EXAMPLES OF DUTIES: (Any one position may not include all of the duties listed nor does the listed examples include all tasks which may be performed.)

ESSENTIAL ELEMENTS: Pursuant to KRS 83A.085, the office of City Clerk is an appointed, non-elected position that is required of the City of London. The duties of the City Clerk, pursuant to Kentucky law, shall include, but not be limited to, maintenance and safekeeping of the permanent records of the City; performance of the duties of the "official custodian" or "custodian" pursuant to KRS 61.870 to 61.882; possession of the seal of the city; and performance of all duties and responsibilities required of the City Clerk by statute of ordinance.

Otherwise, the City Clerk shall be the fiscal officer for the city and thereby maintain cash receipts, and cash disbursement journals, and a general ledger for the city. The clerk shall be responsible for all related duties with regard to bank statements and shall prepare financial reports required by the City Council and shall otherwise be required to maintain accurate balances of each bank account, report on expenditures relating to funds, and shall report on each departmental budget when requested by either the Mayor or City Council.

The City Clerk shall attend all Council meetings, and shall be responsible for recording the minutes of said Council meeting and the recording of all ordinances in the official records of the city.

The City Clerk shall prepare notices and shall collect monies relative to licenses, privilege licenses, parking stickers, franchise taxes, bank share taxes, payment in lieu of taxes, insurance licenses tax fees, utility franchise taxes, base court revenue, arrest fees, parking meter fines, and garbage collection fees as well as any and all other revenue producing taxes, franchises, fees, or fines. The City Clerk shall be authorized to send notices related to the collection of any fees for any purpose as authorized by ordinance, the City Council, or the Mayor.

The City Clerk shall have responsibility for compiling reports as may be periodically required by law relating to retirement, insurance, state tax, federal tax and withholding reports, unemployment insurance, social security, and Worker's Compensation. The City Clerk shall

compute the payroll for all employees within the City of London as well as compiling yearly tax reports, federal taxes (W-2 forms), state tax forms, and W-4 forms for each employee. The City Clerk shall pay monthly bills of the City by issuing checks, and otherwise assist with tax bill preparation as needed. From time to time, questionnaires and reports are required by various agencies of the state, county, and federal government. The City Clerk shall have responsibility for preparing such questionnaires and reports when so requested by other branches of the state, federal, or county government. Any and all statements by the City including but not limited to requests of the school board or fiscal courts to share in expenses of the operation of City Hall shall be made by courts to share in expenses of the operation of City Hall shall be made by the City Clerk. The collection of all bonds and coupons on industrial accounts, school accounts, and the maintenance of records thereof shall be the responsibility of the City Clerk. The City Clerk shall collect funds related to fees paid for building permits. On newspaper publications required by law to be made by advertisement shall be made by the City Clerk. The City Clerk may delegate duties to other employees of the City Clerk's Office, but may not delegate responsibilities or the performance of those duties.

NON-ESSENTIAL ELEMENTS: Performs other duties as required.

MINIMUM QUALIFICATIONS:

Graduation from an accredited high school or equivalent (GED) supplemented by five (5) years of directly related work experience. (Statutory requirements of KRS)

SPECIAL KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of the organizational functions, principles, and practices of municipal government and of the principles and practices of city finance administration, accounting, and budgeting. Thorough knowledge of legal requirements relating to the preparation, preservation, and maintenance of Council minutes and records and other City records and documents. Thorough knowledge of the laws and ordinances relating to the handling and accounting of municipal and government funds. Thorough knowledge of data processing systems. Ability to plan, assign, supervise, and evaluate the work of personnel engaged in a variety of financial, clerical, and related activities. Ability to develop sound fiscal systems and procedures. Supervisory ability. Analytical ability. Ability to interpret various federal, state, and local laws, statutes, and ordinances. Ability to prepare clear and accurate, written and oral, reports on complex subjects. Ability to maintain records efficiently and accurately. Ability to establish and maintain effective working relationships with City officials, employees, and the general public. Initiative. Dependability. Resourcefulness. Sound judgment. Accuracy.