

Town of Windsor

Memorandum

July 11, 2017

TO: The Honorable Mayor and Town Council
FROM: Michael Stallings, Town Manager *MS*
SUBJECT: Job Descriptions

At the June 29th Town Council Work Session, Council asked me to obtain some job descriptions from other towns about our size for the positions of Clerk and Treasurer.

I put out a request for job descriptions from towns under 10k in population. Attached are what I received. I have also attached the list of job duties that were put together by our staff.

This is for Council's discussion and direction.

POSITION DESCRIPTION

Class Title: Town Treasurer
Department: Treasurer
Worker's Comp Group No.: 054
Date: March 9, 2005

GENERAL PURPOSE

Performs a variety of complex supervisory, professional, administrative and technical accounting and finance functions in maintaining the fiscal records and systems of the Town.

SUPERVISION RECEIVED

Works under the general supervision of the Assistant Town Manager and the general direction of the Town Manager.

SUPERVISION EXERCISED

Exercises supervision over all finance staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Supervises the positions of Assistant Town Treasurer, Accounting Clerk III/Cemetery, Accounting Clerk III/Receptionist, and Accounting Clerk II/Clerical.

Manages and supervises assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.

Provides leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.

Provides financial advice to Council; makes presentations to Council and Town committees.

Communicates official plans, policies and procedures to staff and the general public.

Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.

Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.

Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.

Maintains harmony among workers and resolves grievances;

Performs or assists subordinates in performing duties; adjusts errors and complaints.

Prepares a variety of studies, reports and related information for decision-making purposes.

Serves as chief financial advisor to the Assistant Town Manager and the Town Manager.

Establishes and maintains internal control procedures and assures that state and national standard accounting procedures are maintained.

Supervises the collection of taxes, fees, and other receipts in accordance with laws and regulations.

Maintains financial records.

Develops financial studies and plans. Forecasts, estimates, and monitors the financial condition of the Town to assure the fiscal well being of the Town.

Prepares financial reports.

Oversees the central computerized financial and management information system of the Town.

Drafts budget documents for Manager's review and prepares final budget document for submission to the Council.

Oversees the posting and reconciliation of ledgers and accounts.

Directs the preparation of State and Federal reports, including tax reports.

Trains and develops financial staff.

Oversees accounts payable processing.

Oversees utility and other billings.

Invests reserve funds of the Town.

Oversees procurement requirements and assists in procurement procedure compliance by assisting and communicating with other departments in the Town.

Oversees cemetery records for burials, sale of grave spaces and monuments.

PERIPHERAL DUTIES

Develops finance related ordinances and resolutions.

Represents the Town at various conferences and meetings.

Perform general management duties as assigned.

Performs cost-of-service studies for utility rate considerations.

Other duties as may be assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from an accredited four-year college or university with a degree in accounting, finance, business or public administration, or a closely related field, and five (5) years of progressively responsible municipal finance work.

Necessary Knowledge, Skills and Abilities:

- (A) Considerable knowledge of modern governmental accounting theory, principles, and practices; considerable knowledge of internal control procedures and management information systems; considerable knowledge of office automation and computerized financial applications; considerable knowledge of public finance and fiscal planning; considerable knowledge of payroll and accounts payable functions; working knowledge of budgetary, accounting and reporting systems, GAAFR, GAAP and GASB;
- (B) Skill in operating the listed tools and equipment;
- (C) Ability to prepare and analyze complex financial reports; ability to maintain efficient and effective financial systems and procedures; ability to effectively supervise staff; ability to establish and maintain effective working relationships with employees, Town officials; ability to communicate effectively orally and in writing.

SPECIAL REQUIREMENTS

A valid state driver's license or ability to obtain one within three months. Must be bondable.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing and spreadsheet software; mainframe computer system and associated software; 10-key calculator; phone; copy 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, or feel 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; criminal background investigation; driving records; 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.

Approval: _____
Supervisor

Approval: _____
Appointing Authority

Effective Date: October 1, 1994

Revision History: March 9, 2005
November 18, 2013

FINANCE OFFICER/TOWN TREASURER

GENERAL STATEMENT OF DUTIES: Performs complex professional and difficult administrative work; planning, organizing, implementing and coordinating accounting and financial services activities; coordinating work with Town Manager and department directors; preparing and maintaining files, records and reports. Performs related work as required. Work is performed under the supervision of the Town Manager.

DISTINGUISHING FEATURES OF THE CLASS: Position is a direct report to the Town Manager. Oversees the management of town finances and serves as the department head for the Treasurer's department. Requires the exercise of considerable judgment in adapting work procedures to both new situations and to fast changing tasks. Interacts frequently with the public via telephone, e-mail, and in person. Much work involves matters of a confidential nature.

ESSENTIAL FUNCTIONS OF POSITION: *(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

- Serves as department head for the Town Treasurer's office.
- Plans, directs, supervises and participates in the general accounting function of the Town.
- Assists Town Manager and other departments with financial matters, including but not limited to financial activities related to the town pool, visitor center and special events.
- Assists the Town Manager with preparation, development, implementation and monitoring of annual budget.
- Plans and implements capital projects budgeting and accounting procedures.
- Assists in annual updates of five-year capital improvement plan; performs long-range financial forecasts of municipal operations and provides analytical scenarios upon which funding for needs are identified.
- Oversees processing of accounts payable, payroll, water billing, real estate and personal property tax billing, airport billing and donations.
- Assesses and collects taxes, fees, and charges.
- Monitors and reconciles monthly sales tax payments received from Orange County Treasurer's office and reports sales tax collected from the sale of merchandise within the town.
- Establishes and maintains policies and procedures regarding financial issues.
- Evaluates financial management operations and activities in Town departments; monitors for compliance with generally accepted accounting practices; recommends improvements and modifications, prepares and presents reports on financial management operations and recommendations.
- Coordinates the annual financial audit with external auditors; prepares the Comprehensive Annual Financial Report.
- Coordinates the annual payroll audit and any other audits such as IRS audits or federal and state audits for grants.
- Serves as benefits coordinator (fringe benefits, health insurance, retirement) for Town employees and maintains knowledge of all laws pertaining to payroll and healthcare reform.
- Issues W2s and oversees quarterly and annual filing of various state and federal reports related to accounting, financing and payroll.
- Serves as the Town's Investment Officer.
- Monitors grant progress, ascertains that grant funds received are accurate and timely; oversees requests for grant reimbursements, and grant accounting and recordkeeping.
- Serves as Town's Procurement Official.
- Directs the Town's risk management program concerning general liability, automotive, and property insurance coverages.
- Oversees the Town's Fixed Asset program, including financial reporting of data.

- Coordinates the month- and year-end close of the general ledger, including distributing revenue and expense reports to department directors/officers and assisting in data interpretation.
- Serves as agent for Maplewood Cemetery Board of Trustees and attends trustee meetings as needed. Activities include development of annual budget and monthly meeting packets for trustees.
- Maintains records for Maplewood Cemetery and oversees research activities of the Maplewood Researcher.
- Receives communications, inquiries and requests from citizens, employees, vendors, Town Council members.
- Attends monthly Town Council meetings and other meetings as necessary.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES: Comprehensive knowledge of general statutes, laws and administrative policies governing municipal financial practices and procedures; comprehensive knowledge of the principles and practices of governmental accounting; ability to interpret federal, state and local policies, procedures, laws and regulations related to municipal finance; thorough knowledge of the practices, ability to evaluate complex financial systems and efficiently formulate and install accounting methods, procedures, forms and records; comprehensive knowledge of benefits coordination including but not limited to Virginia Retirement System and health insurance; ability to operate personal computer including some knowledge of applicable software packages; ability to prepare informative financial reports; ability to plan, organize, direct and evaluate the work of subordinate employees; ability to communicate complex ideas, both orally and in writing; ability to establish and maintain effective working relationships with Town officials, other governmental officials and associates.

ACCEPTABLE EXPERIENCE AND TRAINING: Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in accounting or related field and extensive progressively responsible experience in public finance administration.

TOWN TREASURER

General Job Description

Performs complex professional work planning, directing, and supervising the Finance Department, developing and maintaining financial records and reports, preparing the Town budget, monitoring revenue, expenditures, cash flow, and investments, and related work as apparent or assigned.

Supervision

Supervision Scope: Exercises independent judgment and initiative in the planning, administration and execution of the department's services, in the interpretation and application of laws, regulations and procedures, and in the direction of personnel. Performs duties in accordance with state statutes and local ordinances and policies.

Supervision Received: Works under the policy direction of the Town Council in accordance with Town of Cape Charles Code, town policies, and relevant state, federal, and local laws, regulations and standards. Work is performed under the general direction of the Town Manager. Assumes direct accountability for departmental results. The position is subject to review and evaluation according to the town's personnel policy.

Supervision Given: Departmental supervision is exercised over all personnel within the department. Provides daily direction, prepares employee performance evaluations, and counsels, mentors and disciplines staff consistent with town policies.

Job Environment

Makes daily contact with town departments/boards/commissions, Town Manager, Town Council, attorneys, tax services, retirees, members of the banking community, and the general public; communicates in person, by telephone and via standard reports. Contacts require considerable persuasiveness and resourcefulness to influence the behavior of others.

Has access to department-level and town-wide confidential information including personnel records, personal information about citizens; the application of appropriate judgment, discretion and professional office protocols is required.

Errors could result in significant confusion and delay, loss of department services, and have significant town-wide financial repercussions; errors could cause exposure for the town to certain legal liabilities.

Work Tasks and Responsibilities

- Plan, direct, and supervise the work of the Finance Department; research and implement process improvements; coach, train, discipline, and evaluate staff performance.
- Oversee the investment of all funds; maintain constant vigilance of the town's investments, cash position including cash flow projections; evaluate various investment or borrowing options; consult with bankers and advisors regarding investment strategies and timing.
- Maintain custody of securities of town and trust funds; accounts for income from investments and fund portfolios; receive deposits from all sources having to do with town business; reconcile statements and make deposits; transfer funds; pay bills.
- Prepare for the annual audit; provide financial data; prepare budget worksheets; offer assistance to management.
- Prepare department budget and monitor expenditures.
- Supervise and direct the reconciliation of petty cash, bank accounts and other funds; ensures general ledger integrity by supervising and directing reconciliation of balance sheet accounts; monitor,

review and approve accounts payable, accounts receivable, and general revenue activities; coordinate and oversee various tax billings.

- Supervise the preparation of and issuance of the town payroll; process reports and payments for employees' insurance, pension plan, and benefits plans offered by the town including cafeteria plans.
- Prepare monthly, quarterly, and annual statements relative to cash, investments, tax title, foreclosures, payroll, employee benefits, and debt obligations.
- Administer and oversee benefit programs for town employees.
- Administer tax titles, receipt of payments, discharge of tax titles, foreclosure sales and related legal processes.
- Assist in the preparation of annual reports, capital improvement program and annual budget.
- Monitor execution of the annual budget; advise the Town Manager and department heads of significant deviations that may require corrective action; advise the Town Manager on budget-related matters; provide advice on request from other town officials.
- Prepare and maintain financial records, files and reports.
- Regular attendance and punctuality at the workplace is required.
- Perform similar or related work as required, directed or as situation dictates.

Education and Experience

Bachelor's degree with coursework in accounting, finance, business/public administration, or related field and considerable experience in governmental accounting, budget, audit, financial software administration, including two years of supervisory experience, or equivalent combination of education and experience.

Special Requirements

Possession of an appropriate driver's license valid in the Commonwealth of Virginia

Knowledge, Skills and Abilities

Comprehensive knowledge of the principles, methods and practices of accounting; thorough knowledge of the principles underlying the laws, ordinances and regulations governing the operations of the Finance Department; thorough knowledge of modern business management and office practices; ability to analyze and interpret fiscal and accounting data and to prepare appropriate statements and reports; ability to plan and supervise the work of others; ability to establish and maintain effective working relationships with County officials, associates and the general public.

Physical Requirements

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

JOB TITLE: Finance Director/Treasurer

DEPARTMENT: Finance, Town of Ashland

FLSA STATUS: Exempt - Salary

JOB SUMMARY: This position is responsible for planning, organizing, and directing the overall administration of the Finance Department.

MAJOR DUTIES:

- o Plans, organizes, and manages the town's finances; serves as the town's chief accountant and internal auditor.
- o Exercises fiscal control and oversight of assets, revenues, and expenditures in compliance with Generally Accepted Accounting Principles (GAAP); monitors town's cash flow, investments, and bank reconciliations.
- o Researches and analyzes general ledger accounts; forecasts financial position of the town.
- o Assigns, supervises, and evaluates the work Finance Department staff; trains staff; assists other departments with financial and payroll matters.
- o Oversees the management of the general ledger, payroll, accounts payable, accounts receivable, revenue collections, fringe benefits, risk management, fixed assets, and purchasing; monitors automated financial system to ensure accuracy.
- o Assists the Town Manager in preparing and submitting the town's annual budget; monitors expenditures of the current budget.
- o Interprets, explains, applies, and ensures compliance with relevant federal and state laws, and local codes, rules, and regulations.
- o Consults with and advises the Town Manager on matters pertaining to cash management and fiscal responsibility.
- o Assists in strategic planning activities by developing long-range forecasts of financial conditions.
- o Develops policies and procedures for collections and disbursements.
- o Oversees grant financial management functions.
- o Oversees and coordinates annual external audits; resolves accounting, audit, and reporting issues with outside agencies and auditors.

- o Meets with Human Resources Coordinator regarding personnel problems and issues; reviews worker's compensation claims; reviews insurance requirements and liabilities.
- o Prepares and maintains periodic and other related reports and records.
- o Attends Town Council meetings as required; participates in relevant discussions.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of the principles and practices of public finance, budgeting, accounting, and debt management.
- o Knowledge of the principles and practices of public administration.
- o Knowledge of the principles and practices of computerized financial information management.
- o Knowledge of economic trend forecasting and analysis techniques.
- o Knowledge of special requirements pertaining to accounting and investment of government funds.
- o Knowledge of government auditing procedures.
- o Knowledge of relevant federal and state laws, town ordinances, and department policies and procedures.
- o Skill in utilizing financial computer software programs.
- o Skill in management and supervision.
- o Skill in operating office equipment such as a computer and calculator.
- o Skill in oral and written communication.

SUPERVISORY CONTROLS: The Town Manager assigns work in terms of department and town goals and objectives. The work is reviewed through conferences, reports, audits, and observation of financial management activities.

GUIDELINES: Guidelines include Generally Accepted Accounting Principles (GAAP), State Code of Virginia, Town's Employee Handbook, grant requirements, auditing standards, relevant federal and state laws, town codes and ordinances, and town and department policies and

procedures. These guidelines require judgment, selection, and interpretation in application. This position develops financial management guidelines.

COMPLEXITY: The work consists of varied management, administrative, and technical duties. The number of guidelines to be followed, frequent changes in applicable guidelines, and rapid technology changes contribute to the complexity of the work.

SCOPE AND EFFECT: The purpose of this position is to manage the financial operations of the town government. Successful performance helps ensure the effective and efficient processing of all government financial transactions, the accurate reporting of the government financial condition, the sound financial position of the town government, and provision of town services at reasonable tax rates.

PERSONAL CONTACTS: Contacts are typically with co-workers, other town employees, elected officials, department heads, financial representatives, state officials, external auditors, representatives of federal, state and local agencies, and the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information, resolve problems, provide services, and justify, negotiate, or settle matters.

PHYSICAL DEMANDS: The work is typically performed while sitting at a desk or table.

WORK ENVIRONMENT: The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position has direct supervision over an Account Clerk (1).

MINIMUM QUALIFICATIONS:

- o Bachelor's degree with coursework in finance, economics, accounting or related field and considerable governmental accounting management experience or equivalent combination of education and experience.
- o Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- o Possession of or ability to readily obtain a valid driver's license issued by the State of Virginia for the type of vehicle or equipment operated.
- o Ability to be bonded.

PREFERRED QUALIFICATION

- o Masters degree in business administration, public administration, public finance, or accounting
- o Eight years of increasingly responsible experience in managing a municipal financial operation
- o CPA
- o Certification through the Treasurer's Association of Virginia or comparable
- o Human Resources background
- o Information Technology background
- o Experience with Bright & Associates (BAI) municipal software
- o Oral presentation skills
- o Bilingual in English and Spanish

Deputy Finance Director

General Definition of Work

Performs skilled technical and basic administration work involving preparing and maintaining fiscal records and related work as required. Assumes duties and responsibilities of the Finance Director in their absence. Work is performed under limited supervision of the Finance Director.

Essential Functions

The following tasks are intended as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Performs accounts payable functions; issues checks and submits for payment; files documentation.
- Prepares and posts general journal and cash reports into system.
- Handles electronic deposits entries; collects monies due to Town and credits appropriate account/fund.
- Files invoices, reports, batch sheets and prepares monthly financial statements for Finance Director.
- Performs accounts payable functions for Southside VASAP, maintains accounting records and bills them accordingly.
- Assists the Finance Director in preparation of the annual budget.
- Prepares and submits the monthly sales tax report to the Commonwealth of Virginia.
- Prepares year-end reports for audit and works closely with the auditors.
- Works with the Regional Drug Task Force to prepare budgets, billings, accounts payable and financial reports.
- Responsible for grant and revenue sharing projects finances.
- Responsible for annual real estate and personal property tax bills including verifying the accuracy of the county files, working closely with the outsourcing company in assuring the accuracy of bills to be printed and mailed.
- Prepares public service tax bills.
- Responsible for delinquent tax data base and works with the Town Attorney to collect delinquent taxes.
- Prepares all supplemental bills received from the Commissioner of Revenue and makes adjustments to abatement.
- Runs software routines to calculate penalties and interest on tax bills as well as charge offs and adjustments.
- Crossed trained to cover all aspects of Finance Office duties and trains new employees.
- Oversees system operations, upgrades to software and data base.
- Maintains various office equipment including and servicing and replacement.
- Performs Town's notary duties.
- Performs other related tasks as required.

Knowledge, Skills and Abilities

Thorough knowledge of bookkeeping terminology and methods; thorough knowledge of accounting principles and practices and their application to a wide variety of accounting transactions; thorough knowledge of standard office methods, practices and equipment; ability to maintain financial records and to prepare financial reports accurately; ability to understand and follow oral and written instructions; ability to operate standard equipment; ability to establish and maintain effective working relationships with associates.

Education and Experience

Associates/Technical degree and moderate accounting experience or equivalent combination of education and experience.

Physical Requirements

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force regularly to move objects; work requires fingering, and repetitive motions; voice communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken levels; visual acuity is required for depth perception, color perception, peripheral vision, preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing surroundings and activities; the worker is not subject to adverse environmental conditions.

POSITION DESCRIPTION

Class Title: Town Clerk
Department: Administration
Worker's Comp Group No.: 054
Date: October 1, 1994

Job Code Number:
Grade Number: 14

GENERAL PURPOSE

Provides a variety of complex supervisory, technical, and administrative work in the administration of the Town government.

SUPERVISION RECEIVED

Works under the general supervision of the Town Manager.

SUPERVISION EXERCISED

Exercises supervision over Deputy Clerks and other administrative support staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Manages and supervises assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.

Provides leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.

Provides advice to other supervisors as requested.

Communicates official plans, policies and procedures to staff and the general public.

Assures that assigned areas of responsibility are performed within budget; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.

Determines work procedures, prepares work schedules, and expedites work flow; studies and standardizes procedures to improve efficiency and effectiveness of operations.

Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.

Oversees the Town's insurance program, including preparation of bid proposals, and accepts claims for damages.

Maintains harmony among assigned workers and resolves problems; performs or assists assigned workers in performing duties; adjusts errors and complaints.

Researches background information for the Town Manager and Town Council for a variety of studies, reports and related information for decision-making purposes.

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 and files all Town records.

Attends regular and special Town Council meetings, Planning Commission meetings, Council Work Session meetings, and other meetings as required; oversees or performs an accurate recording of the proceedings, preparation of the minutes proper legislative terminology, recording, indexing and filing for the public record; distributes information as requested.

Preparation and distribution of agendas, materials, minutes and records of meetings and oversees indexing of ordinances and resolutions of the Council.

Oversees the codification of ordinances into the municipal code.

Prepares and advertises meeting agendas, other advertisements, and legal notices of public hearings and special meetings.

Submits on a yearly basis litter grant performance and accounting reports.

Distributes on a yearly basis Financial Disclosure Statements and assures receipt of all statements.

Administers oath of office to public officials.

Serves as a notary public.

Prepares reports for Council meetings as directed.

Prepares surveys and other reports as directed.

Provides public records and information to citizens, the media, and other agencies as requested.

PERIPHERAL DUTIES

Attend seminars and workshops related to administrative and Town Clerk's duties and responsibilities.

Prepares correspondence for Council members; make reservations and travel arrangements for meetings, seminars, and conventions.

Assists in the preparation of ordinances and resolutions as directed.

Accepts legal documents for the Town.

Other duties as may be assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

(A) Graduation from a college or university with a bachelor's degree in business management, records management, public administration or a closely related field; and

(B) Two (2) years of related experience; or

(C) Any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year for year basis.

Necessary Knowledge, Skills and Abilities:

(A) Working knowledge of the principles and practices of modern public administration; extensive knowledge of office practices and procedures; thorough knowledge of modern records management techniques, including legal requirements for recording, retention and disclosure;

(B) Skill in operation of listed tools and equipment;

(C) Ability to accurately record and maintain records; ability to establish and maintain effective working relationships with employees, other departments, officials and the public; ability to communicate effectively verbally and in writing; ability to plan, organize and supervise clerical, and administrative support staff.

SPECIAL REQUIREMENTS

(A) Certified Municipal Clerk designation within ten years;

(B) Valid State Driver's License, or ability to obtain one;

(C) Notary Public certification within six months.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing; Dictaphone; calculator; phone; copy machine; fax machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform essential functions of the 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. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

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.

Approval: _____ Approval: _____
Supervisor Appointing Authority

TOWN CLERK

General Job Description

Performs complex administrative work overseeing the administrative functions of the Town and assisting the Town Manager; supporting Town Council by preparing agenda, minutes, ordinances, and resolutions; preparing and maintaining employee records; facilitating communications to Town citizens, boards, departments, and employees, and related work as apparent or assigned. The Town Clerk is the executive official responsible for overseeing the administrative functions of the Town. This position is appointed by and operates under the direction of the Town Council and Town Manager. The primary role is to facilitate all forms of communication within Town Hall, across all Town departments, all the various Town boards and commissions including Town Council, as well as the general public as it relates to Town business. This includes receiving, screening and routing all incoming telephone calls, printed and electronic correspondence, and act as greeter for all visitors that come into Town Hall. They will make all arrangements, compile agendas, communicate specifics, complete set-up and tear down, and act as parliamentarian by recording and compiling all notices and records for Town related meetings and conferences. Other duties include preparing, maintaining all Town personnel and employment records ensuring timeliness and accuracy. They must be able to compose routine correspondence and assemble any necessary background material for various issues as required by Town management as well as maintain and update the Town's website. They must also be able to perform the day to day administrative tasks that are involved in running the Town's office relating to both personnel and equipment. Thorough knowledge of the functions and organization of the municipal government; thorough knowledge of the rules of order as related to public hearings; thorough knowledge of the Town's Charter and Code; thorough knowledge of standard office procedures, practices and equipment; thorough knowledge of the Town's personnel and payroll policies and procedures; ability to research and prepare reports; ability to express ideas effectively, both orally and in writing; ability to plan and supervise the work of subordinates; ability to establish and maintain effective working relationships with other Town officials, employees and the general public. A high school diploma or GED and considerable experience in office administration, human resource management, or equivalent combination of education and experience is required. Special requirements include certification as a Municipal Clerk within four years of hire and commission as a Notary Public required within six months of hire.

Work Tasks and Responsibilities:

Daily

- Answer all incoming phone call and screen and route to the appropriate personnel.
- Provide callers with information on various topics including Town events and meetings, voting registration, Town taxes and fees, and all other miscellaneous questions and requests.
- Maintain and update Town and Town Council calendars.
- Maintain and update Town website.
- Perform miscellaneous typing and data entry for Town management and other departments as needed.
- Perform duties as the Town's Notary Public and Officer of the Corporate Seal.

- Perform all administrative duties as they relate to Human Resources including open positions, new hires, maintaining and updating personnel files, research and update the town's Personnel Manual, and processing all related paperwork.
- Act as Administrator and Custodian of all official Town records. Ensure compliance with Virginia state code in regards to proper record disposal.
- Research and respond to Town resident's requests for public records following all mandated guidelines.
- Perform all day to day administrative tasks as they relate to the various Town boards and commissions including Town Council.
- Attend and record notes for all weekly Town Management meetings.
- Maintain office equipment and oversee the telephone system; update telephone recordings as needed; set up and instruct new hires on use of telephone system.
- Perform any other work task as assigned by Town management.

Monthly

- Perform all administrative tasks to the following boards and commissions (Town Council, Planning Commission, Historic Review Board, Broadband Initiative Board, Harbor Review Board, Zoning Appeals, Wetlands/Coastal Dunes Board, and the Building Code Board of Appeals) as they relate to monthly meetings.
- Schedule, arrange location, compile agendas, communicate specifics and complete set-up and tear down for all monthly meetings.
- Post meeting agendas on interior bulletin boards and exterior kiosk ensuring legal compliance. Place ads for all Public Hearings in accordance with Virginia State code.
- Forward all meeting agendas to appropriate attendees.
- Communicate meeting specifics with any outside agencies or municipalities who may attend.
- Attend and act as parliamentarian by recording and compiling all notes and records for Town related meetings and conferences.
- Type and index all minutes; maintain and update all official records as they pertain to the meeting's minutes; file and archive all printed and electronic media accordingly.
- Maintain various correspondence files for each board and commission.
- Maintain binders of all agendas and meeting materials by fiscal year.
- Collaborate with the Town Manager and department heads to prepare ordinances and resolutions for review and adoption by Town Council.
- Update, copy, and distribute Town Zoning Ordinance, Comprehensive Plan, and other Town documents; ensure these are updated on Town website.
- Finalize and certify all Town Code amendments as adopted by the Town Council and forward to MuniCode for codification.
- Prepare and distribute monthly newsletter to subscribers. Prepare special editions as needed. Post on website and print for distribution.

Special Assignments/Projects

- Assist in the preparation of departmental budgets and monitor for compliance.
- Arrange for set-up and tear down as well as any refreshments for any special meetings, conferences, or events at the Civic Center, Town Hall or other Town properties.
- Attend any specialized training or seminars as they pertain to the position.

- Work with appropriate department head on RFP/IFB supporting documents. Submit ads to newspapers and post on website. Arrange for pre-bid and bid opening meetings. Prepare staff reports for Council review and award of contract.

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel, frequently requires reaching with hands and arms and repetitive motions and occasionally requires standing, walking, stooping, kneeling, crouching or crawling and lifting; work requires close vision and ability to adjust focus; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

ADMINISTRATIVE ASSISTANT/TOWN CLERK

GENERAL STATEMENT OF DUTIES: Serves as Administrative Assistant to the Town Manager and Clerk to Town Council. Performs complex professional and administrative tasks assisting the Town Manager with administration of the various functions of the Town. Performs intermediate professional work enforcing the Town's Subdivision and Zoning Ordinance. Does related work as required. Work is performed under the supervision of the Town Manager.

DISTINGUISHING FEATURES OF THE CLASS: This is highly responsible work in the Town's administrative offices. Performs numerous varied administrative tasks to help maximize the effectiveness of the Town Manager and other Department Heads. Requires the exercise of considerable judgment in adapting work procedures to both new situations and to fast changing tasks. Interacts frequently with the public via telephone, e-mail, and in person. Much work involves matters of a confidential nature. General supervision is provided by the Town Manager.

ESSENTIAL FUNCTIONS OF POSITION:

- . Assist the Town Manager with various administrative tasks.
- . Serve as Clerk to Town Council and secretary to the Town Planning Commission and Board of Zoning Appeals.
- . Serve as Town records retention and file administration officer.
- . Serve as deputy Zoning Administrator and Subdivision Agent.
- . Oversee the maintenance of the Town's Web Site.
- . Respond to citizen inquiries and complaints.
- . Assist with the preparation and administration of grants.
- . Oversee the preparation of meeting reports and packages for Town Council, Planning Commission, Board of Architectural Review and Board of Zoning Appeals.
- . Record Town Council, Planning Commission, Board of Architectural Review and Board of Zoning Appeals meetings via audio recordings and prepare written minutes of the meetings.
- . Prepare replies to correspondence in accordance with established procedures.
- . Type correspondence, reports, accounting and statistical tables, and miscellaneous material.
- . Review and route incoming mail for Town Manager and Town Council.
- . Maintain cross-referenced office files and a variety of other records.
- . Manage Town Manager's calendar.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES: Extensive knowledge of local government planning and zoning; thorough knowledge of office terminology, procedures, and equipment; ability to write clear and concise reports, memoranda, and letters; good knowledge of elementary bookkeeping; ability to maintain complex clerical records and prepare reports from such records; ability to make decisions in accordance with laws, ordinances, regulations and established policies; ability to get along well with others; strong clerical aptitude to include a thorough knowledge of Microsoft office systems; good judgment, tact and courtesy; ability to get along well with associates and public while working as part of a team to promote a positive organization image. Possess the ability to work under deadlines.

ACCEPTABLE EXPERIENCE AND TRAINING: Extensive clerical and administrative experience and any combination of education and/or experience equivalent to graduation from an accredited business school, college, or university with major course work in business administration or related field.

Town Clerk/Assistant to the Town Manager

FLSA: Non-Exempt

General Definition of Work

Performs intermediate paraprofessional work as Clerk to the Town Council in maintenance of official records and documents and related work as required. Performs intermediate paraprofessional work as Assistant to the Town Manager. Work is performed under the general direction of the Town Manager. Supervision is exercised over clerical staff.

Essential Functions

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

- Prepares Town Council agendas, background documents, pre- and post-Council meeting correspondence, legal notices, press releases, correspondence, etc.
- Attends Council meetings, work sessions, retreats, and community meetings to accurately record and write concise minutes which are official permanent record.
- Responds to Mayor, Council members, Manager, department heads, other localities, attorneys, public, media, etc. on requests for information or research on a variety of issues or problems.
- Maintains official copy of Town code, including responsibilities for all re-codifications.
- Maintains all contracts, deeds, easements, etc.
- Certifies and attests official town documents.
- Maintains directory listing of all boards, commissions etc.
- Maintains custody of Town seal; acts as Town notary.
- Serves as official Town record manager.
- Acts as Town representative on various projects, intergovernmental committees and working groups as assigned by the Town Manager.
- Assists with special projects; researches state and local laws being considered by the Town Council.
- Handles employee health insurance, retirement benefits; maintains accurate salary listings; provides personnel changes, new hires, terminations to payroll; maintains personnel files, workers compensation claims; makes changes to insurance on buildings and vehicles.
- Answers telephone and responds to walk in complains.
- Trains, assigns work and develops staff schedules for clerical workers, as needed.
- Performs related tasks as required.

Knowledge, Skills and Abilities

Thorough knowledge of the functions and organization of the municipal government; thorough knowledge of the rules of order as related to public hearings; thorough knowledge of the Town's Charter and Code; thorough knowledge of standard office procedures, practices and equipment; ability to research and prepare reports; ability to express ideas effectively both orally and in writing; ability to establish and maintain effective working relationships with Town officials, associates and the general public.

Education and Experience

Associates/Technical degree with coursework in public administration, business or related field and considerable experience in local government or equivalent combination of education and experience.

Physical Requirements

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force regularly to move objects; work requires stooping, lifting, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, and determining the accuracy and thoroughness of work; the worker is not subject to adverse environmental conditions.

Special Requirements

A valid Commonwealth of Virginia driver's license. Certified Municipal Clerk.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

Town Manager Duties/Tasks

- Supervise Town staff
- Review Bank Reconciliations, Payments, Payroll
- Represent the Town on various boards, commissions, and committees
- Prepare and implement the Town's operating budget
- Review and execute documents, MOU's and contracts
- Attend Town Council Meetings
- Provide recommendations to Town Council
- Prepare agenda items for Town Council
- Respond to information request from Town Council, the media and citizens
- Maintain Town's GIS system
- Respond to all FOIA requests
- Provide logistical and operational support for all Town events
- Maintain working relationships with neighboring and regional municipalities
- Review and apply for grants
- Work with consultants and contractors to facilitate Town projects
- Meet with citizens and business people to resolve issues and provide guidance
- Review and draft policies, ordinances, and resolutions
- Maintain the Town's website and social media pages
- Oversee the Water Fund operations

Treasurer responsibilities --

- Handle receipt, banking and protection of town funds.
- Anticipating available funds for investment
- Ensure sufficient funds are available to cover operational and capital investment needs
- Keep an itemized account of all monies received and disbursed by the Town
- Manage the loans and bonds as authorized by the Town
- Conduct banking transactions and reconciliations for all Town accounts
- Co-sign checks for all funds disbursed
- Maintain a system of control to ensure that expenditures do not exceed appropriations
- Approve accounts payable, proper encoding in the computer system by assistant clerk
- Disburse after approval of accounts payable
- Prepare accounts payable report for each regular Town Council meeting to include but not limited to invoices, checks issued for payments
- Process DMV stops for delinquent taxes
- Maintain and update all payroll records
- Review time sheets and verify proper entry into the computer system, process payroll checks for distribution
- Prepare federal and state tax reports and payments
- Prepare deferred compensation reports and payments
- File quarterly and annual employment tax reports for the Federal and State
- Prepare annual W2's and 1099's
- Insurance Claims oversight
- Provide Human Resources to employees
- Prepare all reconciled documents and reports for the auditor
- Assist the auditor during the process of the fiscal year audit
- Oversee day to day operations of customer service, the receipt of all public funds and monies payable to the Town, including all taxes, licenses, fines, utility payments, intergovernmental revenues and deposits said money in the appropriate bank accounts
- Receive/process payments and applications from customers
- Supervises collection and receipting of all monies given to the Town, sends demand letters and works with VAC to collect delinquent payments
- Prepare monthly financial reports for the Town Council showing current budget vs. actual numbers and other reports as requested
- Attend all Town Council meetings and various training sessions, meetings, and seminars
- Audit all businesses for Cigarette taxes, gross receipts for Business Licenses, and Meals Tax receipts quarterly.
- Continued education through the Treasurer's Association of Virginia
- Maintain Town's financial software
- Send Tax Exempt forms for the Town yearly

TOWN CLERK

June 13, 2017

Duties/Tasks:

- Attend Town Council, Planning Commission and BZA meetings
- Prepare minutes for Town Council, Planning Commission and BZA meetings
- Prepare meeting agendas and packets
- Proofread documents and records to ensure accuracy
- Maintain and update official records and documents
- Prepare deeds for the sale of cemetery plots
- Process and issue business licenses
- Receive/process payments and applications from customers
- Set up new water accounts
- Set up new water service locations
- Prepare work orders for maintenance personnel
- Upload and Download customers from computer to handheld for readings
- Review readings and prepare re-read (reading errors) report for maintenance
- Prepare and mail monthly water bills
- Apply deposits to final bills and issue refunds if applicable
- Process water adjustments
- Prepare and mail delinquent water bill notices and apply late fees
- Prepare cut-off notices for non-payment for the Town and County
- Export water usage reports to HRSD and Isle of Wight County for the preparation of their billing
- Provide assistance to the Isle of Wight Sewer Department regarding readings on a daily basis
- Prepare invoices for reimbursement of Isle of Wight County Sewer Department cut-offs
- Distribute yearly Water Quality reports
- Process tax abatements/adjustments
- Prepare and submit applications for grants
- Back up for Payroll
- Back up for reconciling cash register and preparing daily bank deposit
- Remove DMV stops from DMV system when delinquent taxes are paid
- Remove boots from vehicles through the Virginia Auction Collection system
- Respond to requests for information from the public, other municipalities, Council and staff
- Prepare and submit applications to VDOT for road closures for parades
- Provide assistance with events
- Serve as a notary
- Continued Education through Virginia Municipal Clerks Association (VMCA)

Assistant Clerk

- Collect money for utility bills, taxes, meals tax, business license, various permits, any other incoming revenues
- Assist customers with submitting bill payments or seeking information
- Notary
- Posts incoming revenue into system
- Prepares money for deposit and appropriate reports; reconciles cash drawer with receipts
- Daily cash drawer close out
- Run Bank deposit when Christy is out
- Set up new water customers
- Prepare work orders
- Provide assistance to Isle of Wight for final and beginning meter readings
- Prepare and distribute water quality reports
- Collects, opens, sorts, distributes and take mail to Post Office, answers phones, files, makes copies, etc.
- Assist in miss utility tickets
- Maintains and updates business license records
- Types letter, memos, makes phone calls seeking information as needed
- Tax abatements
- Quarterly meals tax
- Audit meals tax and business license
- Code and enter accounts payable (recently learning coding process)
- Assist Auditor
- Search current addresses in Accurint and DMV for delinquent taxes and water accounts
- Submit updated information to VAC for collections of delinquent taxes and water
- Remove DMV stops
- Call in street lights that are out
- Direct deposit payments from Farmers Bank
- Prepares deeds for cemetery plots
- EDA meetings, minutes
- Order office supplies
- Assist Christy, Terry and Kenny when needed