



CITY OF FREEPORT

125 Main Street E – PO Box 301 – Freeport, MN 56331 – 320-836-2112
For TTY/TDD Users 1-800-627-3529 or 711 Minnesota Relay Service www.freeportmn.org

Job Description for **Clerk-Treasurer**

Department: Administration
Reports to: Mayor and City Council
Class: Full-Time 32 to 40 hours per week

Position Objective

The Clerk-Treasurer performs administrative work while conducting the daily business activities of the city including financial management and statutory clerk functions.

Duties and Areas of Accountability

Administration

1. Perform the duties of the municipal clerk and municipal treasurer as broadly stipulated by MN statutes 412.151 and 412.141.
2. Maintains public records in accordance with data practices.
3. Attends council meetings and records council actions (minutes); prepares agendas and monthly reports for meetings; organizes and maintains records of minutes, ordinances and resolutions.
4. Compose correspondence, reports, memos, letters, meeting minutes, public notices, resolutions and ordinances on behalf of the city.
5. Conduct research to aid council in making informed decisions. Carry out directives of the council
6. Attest the Mayor's signature on official documents and maintains responsibility for the City Seal
7. Process applications for liquor licenses and various permits.
8. Act as liaison with state and county agencies, city attorney, engineering firm and auditor.
9. Receive requests, complaints and information from the public and transmits to staff and/or council to process as needed; handles when required.
10. Answer city phones and provides information and assistance to the public on request.
11. Supervise city personnel.
12. Coordinate the information flow between the council and staff and assist staff and council members as needed.
13. Coordinate the Economic Development Authority.
14. Assist Fire Department Chief with coordination of Fire Department.
15. Serve on Boards and Committees as appointed.
16. Any other duties as assigned.

Zoning

1. Review applications for variances, conditional use permits, subdivision and zoning changes; prepares recommendations to city council consistent with city code.
2. Review building permits, including review of site plan, and forward requests to the Building Inspector.
3. Initiate enforcement proceedings when code violations occur; prepare letters and contacts property owners.
4. Provide planning and technical support to the Economic Development Authority.
5. Make recommendations to amend city code.

Accounting & Finance

1. Manage the investments of the city funds and provides current status, activity and performance reports to the council. Invests funds in accordance with sound financial practice.
2. Develop annual city budget, presents budget to the city council for review and adoption; monitors expenditures and receipts; complies with Truth in Taxation and all reporting requirements. Moves funds as directed by council.
3. Maintain and process payroll for city employees and election judges. Processes payroll deductions.
4. Reconcile city checking accounts and ensure all accounts are balanced. Make deposits to banks.
5. Responsible for certifying assessments, special charges, and tax levies to the County Auditor.
6. Oversee billing and receipt of utility revenue.
7. Generate financial statements and cash balance fund reports for the city council.
8. Work with auditor at year-end. Generate reports and present financial data as required for the audit.

Elections

1. Administer local elections in accordance with state and county requirements.
2. Oversee elections, notices, scheduling and training of election judges and maintains election records.

Preferred Knowledge and Skills

1. Knowledge of Municipal financial management including investment of funds, accounting, payroll and billing practices and financial record keeping.
2. Knowledge of city code, ordinances, resolutions and policies.
3. Knowledge of state and county election procedure and operations.
4. Knowledge of laws, rules and regulations affecting city government.
5. Ability to maintain accurate and complete records and files.
6. Ability to communicate effectively both orally and in writing with staff, state and county officials, elected officials and the public.
7. Prioritize work, research and solve problems independently.
8. Represent the city in a professional, courteous, and efficient manner.
9. Detailed oriented, adaptable, flexible and quick learner.
10. Knowledge of planning, zoning and economic development

Minimum Requirements

1. College graduate with a bachelor's degree or associate degree
2. And/or equivalent years of experience in a related field.