

## **Farmington City Clerk Job Description**

### **Daily Office Responsibilities**

#### **Work Schedule Requirements**

Regular office hours Monday - Friday 8am-noon 1pm-4pm  
All workshops and council meetings  
Overtime hours to complete all tasks required by the council/time  
sensitive filings/city & state government education/utility  
billing system

#### **Phone calls**

Relaying messages to the required person  
Returning calls  
Contact individuals regarding ordering for city hall/city maintenance/  
Indian Lake/fire department/EMS

#### **Meetings/Workshops**

Prepare and post agenda within 24 hours prior to meeting  
Take minutes during all meetings  
Send minutes to newspaper  
Prepare all resolutions/ordinances for readings during meetings  
Keep proper up to date binders with signatures for each  
Organize all monthly bills for each meeting  
Keep track of all citizens requests/concerns/building permits/urban  
revitalization/written complaints/sealed bids/applications  
Prepare agenda for all individuals/company reps attending meeting  
have all materials the council/mayor need in their packets/  
schedule with individuals/company reps on times and  
meeting requirements of them  
Liquor & cigarette licenses  
Annual insurance review meetings  
League of cities workshops/annual conference

#### **Time Sensitive Paperwork**

Payroll  
Vendor payments  
Utility billing cycle  
Publication submission dates to newspaper  
Monthly reporting state & federal employee taxes/sales tax  
Budget - tax levy, approvals, newspaper publications, amendments,  
annual financial statement  
Street financial report  
Gambling license report  
Monthly report for library board meeting

## **Responsibilities of each Entity of the City**

### **Community Center**

- Rental schedule/payments
- Employee schedule/payroll
- Receive, enter & pay expenses
- Order supplies

### **Indian Lake Park**

- Reconciliation of deposits
- Keep bookkeeping of cash flow
- Receive, enter & pay expenses
- Payroll

### **EMS/Fire Department**

- Annual fireshares
  - Send billing, record income, document owners paid/unpaid
- Receive, enter & pay expenses
- Organize delivery pick ups
- Loan organizer - document, file, pay all city loans for EMS/Fire
- Vehicle inventory information/transfer paperwork

### **Wild Rose Park**

- Rental schedule
- Receive, enter & pay expenses
- Do bookkeeping for park checking account

### **Maintenance Building**

- Receive, enter & pay expenses
- Order supplies
- Payroll

### **Library**

- Receive, enter & pay expenses
- Payroll
- Treasurer of the library board
- Monthly report for library board meeting

### **City Hall**

- Receive, enter, & pay expenses
- Order all supplies
- Payroll
- Responsible for cleaning/organizing office

## Standard Office Duties

Bookkeeping of all city banking accounts  
Maintaining up to date records of city contacts  
Mayor/council/city staff/city attorney/banks/insurance agent/  
software support/customers/county treasurer/auditor/vendors  
Responsible for all city keys/passwords/safe deposit boxes  
Daily deposits  
Monthly reconciliation of all city accounts  
Prepare/mail/receive/deposit/record all city utility billing  
Prepare grant applications/document & keep bookwork on all grants received  
Complete knowledge of Gworks SimpleCity computer software  
Work with support on issues  
Continued education of software  
Computer updates/repairs  
Retreiving/sending mail daily  
Renewal of city licenses  
Schedule courses for maintenance supervisor/city clerk/assistant clerk/mayor  
council members  
Continued updates in ordinance/resolution binders  
Filing of publications from newspaper  
Record keeping of all income/expenses  
Employee record keeping  
personnel files  
W2s/1099s  
Yearly, quarterly, monthly reports for council/mayor  
Special assessments  
Responsible for all recordings required at all closed session meetings  
Maintain social media sites  
Filing paperwork  
Sale of tags for items taken by the trash company  
Keep advertising board up to date (glass cabinet outside of office)  
Scheduling hours/preparing duties of assistant  
Maintaining emails, locates for maintenance supervisor