

§ 30.52 CITY CLERK-TREASURER.

(A) (1) The offices of City Clerk and City Treasurer for the City of Tontitown, Arkansas are hereby established as a combined position, herein after known as the City Clerk-Treasurer.

(2) The duties of the City Clerk-Treasurer shall be those as set forth by the laws of the State of Arkansas and such other duties as provided by or which may be prescribed by ordinance.

(B) The City Clerk-Treasurer shall:

(1) Have custody, but not exclusive custody or control, of all the laws, ordinances, resolutions and official documents of the city and its actions. Only the City Clerk-Treasurer will have the ability to modify or adjust the data in the financial documents or records of the city;

(A.C. § 14-44-109)

(2) Keep a regular and correct written journal of the proceedings of the City Council; prepare and distribute copies of the Council meeting agenda to the Council, Mayor and press/media; train the designated deputy, as appointed by the City Council, who is empowered to act in the absence or incapacity of the Clerk-Treasurer (unless the Council shall have declared a vacancy in the office of the Recorder) (no Deputy Treasurer may be designated);

(A.C. § 14-44-109)

(3) Submit a written monthly, full report and detailed statements of the financial condition of the city, showing receipts, disbursements and the balance on hand, together with all liabilities of the city; this report shall be submitted to the City Council in open session;

(A.C. § 14-59-115)

(4) Be authorized and empowered to perform the functions of a magistrate during the disability or absence of the Mayor, as outlined and set forth in A.C. § 14-44-106;

(5) Maintain the official seal of the city;

(A.C. § 14-44-109)

(6) Ensure that all checks and drafts, on the city municipal bank account (in addition to others prescribed by ordinance or resolution of the Council), including but not limited to the general and street accounts, are countersigned by two duly authorized personnel;

(7) The Clerk-Treasurer shall establish an electronic payment method that is approved by the current auditor and provides for internal accounting controls and documentation for audit and accounting purposes;

(8) Sign all bonds and debentures of the city that have been approved by City Council;

(A.C. § 14-164-212)

(9) Receive, file and retain (as required by law) the statements of financial interests from elected (appointed) city officials, including the Mayor, Councilpersons, City Clerk-Treasurer and City Attorney;

(A.C. § 21-8-703)

(10) Such other different or additional duties as may be enacted by an amendment to the Constitution or legislative acts;

(11) Record all ordinances or documents as required by the Washington County Courthouse, Fayetteville, Arkansas;

(A.C. § 14-44-109)

(12) Invest monetary reserves of the city at the direction of the City Council;

(13) Prepare and arrange for publication of all official reports;

(14) Comply with any federal or state law, but not limited to any F.O.I. request, made upon the city, which may pertain to the records in the custody of the City Recorder/Treasurer. The City Clerk-Treasurer shall not designate a deputy for this task unless such deputy has been approved by the City Council; and

(15) Such duties as from time to time be directed by the Council in ordinances and resolutions.

(A.C. § 14-44-109)

(16) The duties set forth in divisions (2) through (14) above shall not be delegated.

(A.C. § 14-44-109)

(C) As Clerk-Treasurer of the city, the elected official shall receive an annual salary as set by the city, and such salary may be hereafter amended, as allowed by law, by ordinance or budget adoption.

(D) The Clerk-Treasurer shall have the authority to make reasonable provisions for the safekeeping of city records after normal business hours, on weekends, and other times when City Hall is not open to the public. This authority shall include, but is not limited to, providing security of the records and Clerk-Treasurer's office where records are kept and controlling access to the Clerk-Treasurer's office where records are kept. This section does not authorize the Clerk-Treasurer to spend city funds, and the expenditure of city funds to carry out the safekeeping of city records must be approved by the City Council and/or the Mayor as otherwise provided by city ordinances and Arkansas law. The City Clerk-Treasurer shall be available as needed and appointments may be scheduled by email or calling the City Clerk- Treasurer directly.

(Ord. 2005-3-210, passed 3-15-05; Am. Ord. 2005-3-211, passed 3-15-05; Am. Ord. 2007-05-289, passed 5-1-07; Am. Ord. 2008-08-320, passed 8-5-08; Am. Ord. 2009-02-330, passed 2-3-09; Am. Ord. 2009-04- 336, passed 4-7-09; Am. Ord. 2009-04-337, passed 4-7-09; Am. Ord. 2010-01-350, passed 1-5-10; Am. Ord. 2011-01-370, passed 1-5-11; Am. Ord. 2013-02-410, passed 2-5-13; Am. Ord. 2013-04-416, passed 4-2-13; Am. Ord. 2015-08-539, passed 8-11-15; Am. Ord. 2020-05-885, passed 5-5-20; Am. Ord. 2021-02- 917, passed 2-2-21)

Statutory reference:

For similar state provisions, see A.C. § 14-44-109

RESOLUTION NO. 18-12-2579

**APPROVING CREATION OF A NEW EMPLOYMENT POSITION
FOR THE CITY OF HIGHLAND, ILLINOIS, ENTITLED
ADMINISTRATIVE ASSISTANT & DEPUTY CITY CLERK 2**

WHEREAS, the City of Highland, Madison County, Illinois (hereinafter "City"), is a non-home rule municipality duly established, existing and operating in accordance with the provisions of the Illinois Municipal Code (Section 5/1-1-1 et seq. of Chapter 65 of the Illinois Compiled Statutes); and

WHEREAS, City has determined it is in the best interests of public health, safety, general welfare and economic welfare to create a new position entitled Administrative Assistant & Deputy City Clerk 2; and

WHEREAS, City has determined the responsibilities, work load, and job duties of the Executive Assistant & Deputy City Clerk have become more diverse and demanding; and

WHEREAS, City has determined the increased requirements for legal compliance with Illinois Law for the City Clerk have become more diverse and demanding; and

WHEREAS, City Council has determined it has become necessary to create a new position, entitled Administrative Assistant & Deputy City Clerk 2, to assist the Executive Assistant & Deputy City Clerk with all existing and future job duties; and

WHEREAS, City Council has determined the Administrative Assistant & Deputy City Clerk 2 would assist the Executive Assistant & Deputy City Clerk by performing job duties including, but not limited to: 1) administrative/clerical duties; 2) responding to citizens; 3) responding to Freedom of Information Act requests; 4) assisting with Open Meetings Act compliance; 5) creation of City Council packets; 6) assisting with logistics of meetings and preparing City Council Chambers for same; 7) assisting with preparation of City Ordinances; 8) and other jobs and duties as needed, and as more specifically described in **Exhibit A** attached hereto; and

WHEREAS, City Council has determined the creation of a new position, entitled Administrative Assistant & Deputy City Clerk 2, will allow for more timely completion of and higher efficiencies in essential job duties of the Clerk's office; and

WHEREAS, City Council has determined the creation of a new position, entitled Administrative Assistant & Deputy City Clerk 2, will allow for accomplishment, with regard to the Clerk's office, of key elements of the General Administration Department's Strategic Plan, which includes succession planning and improving customer service; and

WHEREAS, City Council has determined that the City Manager, on behalf of City, should be authorized and directed to create a new position, entitled Administrative Assistant & Deputy City Clerk 2.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Highland, Illinois, as follows:

Section 1. The foregoing recitals are incorporated herein as findings of the City Council of the City of Highland, Illinois.

Section 2. City Council has determined it has become necessary to create a new position, entitled Administrative Assistant & Deputy City Clerk 2, to assist the Executive Assistant and Deputy City Clerk with all existing and future job duties in the Clerk's office.

Section 3. The position of Administrative Assistant & Deputy City Clerk 2 shall be under the direction and supervision of the Executive Assistant and Deputy City Clerk and shall have job duties including, but not limited to, the job description attached hereto as **Exhibit A**.

Section 4. This Resolution shall be known as Resolution No. 18-12-2579 and shall be effective upon its passage and approval in accordance with law.


Passed by the City Council of the City of Highland, Illinois, approved by the Mayor, and deposited and filed in the Office of the City Clerk, on the 3rd day of December, 2018, the vote being taken by ayes and noes, and entered upon the legislative records, as follows:

AYES: Schwarz, Frey, Bellm, Nicolaides

NOES: None


APPROVED:





Joseph R. Michaelis
Mayor
City of Highland
Madison County, Illinois

ATTEST:



Barbara Bellm
City Clerk
City of Highland
Madison County, Illinois

Job Title: Administrative Assistant & Deputy City Clerk 2
Department/Group: General Administration
Reports To: City Manager
Status: Full-Time
FLSA Status: Exempt
Prepared By: Mark Latham
Prepared Date: 11/15/18

SUMMARY:

Responsible for assisting in performing administrative duties for the Clerk, City Manager, Mayor, City Council, and others as directed by the Executive Assistant and Deputy City Clerk. Duties include: typing, processing correspondence; receiving, screening and relaying telephone calls / mail for the Mayor and City Manager; prepares City Council meeting agenda packets; assists in maintaining the Code of Ordinances and other official documents.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Assists in performing administrative clerical duties for the City Manager: types, transcribes and prepares correspondence; organizes and maintains records / files; opens / screens / prioritizes mail, reroutes when necessary; responds to routine requests, composes responses and submits for review, revisions, and mailing; processes administrative decisions / materials; researches topic and prepares information requested, performs follow-up to initial research; screens / relays telephone calls, records messages, schedules appointments; etc.

Assists in responding to citizen / customer inquiries, provides information, records / relays messages, refers to appropriate personnel/department, etc. Sorts incoming mail for routing to City departments / personnel.

Receives Freedom of Information Act requests and oversees that they are answered in accordance with the Illinois Freedom of Information Act (Chapter 5, Act 140, §§ 1-11, Illinois Compiled Statutes).

Consults with the City Attorney to help insure that city officials are fully complying with the Illinois Open Meetings Act (Chapter 5, Act 120, §§ 1-6, Illinois Compiled Statutes). Works with City Attorney on development of official documents (ordinances, resolutions, contracts, agreements, etc.) and information for city council meetings.

Assists in preparing City Council agenda packets for all regular and special meetings; researches, compiles, and prepares information of relevance to meetings and City Council members. Prepares, collects, scans, saves, and organizes documents for inclusion in paperless / electronic agenda. Burns CD's of agenda packet and ensures relay to Police Department for delivery to City Council members.

Organizes and prepares City Council Chambers for Council Meetings. Attends City Council meetings to record notes. In City Clerk's absence, may be required to prepare official minutes. Prepares official documents and obtains City Clerk's and Mayor's signatures on them as needed (i.e. contracts, warrants, permits, agreements, etc.). Maintains official City Council Minutes book; arranges publication and provides copies of minutes. Records executive session meetings and maintains verbatim recordings as prescribed by law.

Assists in the Preparation of City ordinances, resolutions, agreements, certifications, public notices, etc. as needed, confers with City Attorney on documentation; maintains records and filing (numbering) system of city records of legislative actions (ordinances, resolutions, etc.), collects signatures, maintains index of each document and book of ordinances / resolutions; accesses and prepares information from records as requested; files with County Recorder of Deeds and sends for publication when required.

Assists the Executive Assistant as the custodian of the municipal seal. Prepares copies of official municipal documents and certifies their correctness for persons entitled thereto. Maintains and supervises all records and files in the City Clerk's office.

Assists in arranging and conducting orientation for newly elected city officials to familiarize them with the structure of the city government, equipment, resources, and details of their offices. Coordinates official photo shoots, Mayoral meetings / signings with civic groups, etc.

In the absence of the Executive Assistant, shall serve as recording secretary for the Economic Development Commission. Sends out meeting notices, receives RSVP's, orders lunch, and records official minutes.

Assists in processing and preparing ordinances for codification. Saves and organizes an electronic file of ordinances, makes hard copies when necessary, and submits ordinances for codification. Distributes hard copy supplements of code book.

Assists in scheduling fund-raising requests for City Council agenda.

In the absence of the Executive Assistant, shall be present at bid openings. Assists in maintenance of official bid files.

Assists in maintaining records of city-owned tax-exempt properties, files annual report on tax-exempt status and files documentation on newly acquired properties.

Performs administrative functions for the City Cemetery. Maintains files on site purchase, site owners, space transfers, and burial arrangements. Prepares deeds and perpetual care receipts. Responds to public inquiries on prices, availability, regulations, burials, etc. Provides administrative assistance to funeral directors, mortuaries, etc.

Performs other duties and functions as required or assigned within area of expertise or scope of position.

QUALIFICATIONS

Knowledge of accepted secretarial principles and practices, business / government correspondence format, City Code Books, policy manuals, and filing / record systems. Knowledge of relevant State Statutes governing City documentation. Ability to operate office equipment such as computer equipment, typewriter, facsimile, copier, scanner, cell phone, telephones, transcription, binding, postage machines, etc. Must have knowledge of all MS office applications.

EDUCATION and/or EXPERIENCE

High school diploma or equivalent with additional specialized training in secretarial skills; and two years related work experience are preferred.

****Within six (6) months of commencement of employment, all full-time employees must establish and maintain a bona fide residence within six (6) miles of the corporate city limits of Highland Illinois.**

LANGUAGE, CUSTOMER SERVICE & ORGANIZATION SKILLS

Professional interpersonal and communication skills in addressing the public via telephone, mail, or front counter. Must be compassionate in dealing with customers regarding city cemetery business.

MATHEMATICAL SKILLS

Knowledge of financial, statistical and budgetary record-keeping techniques.

REASONING ABILITY

Ability to interpret, apply and explain relevant regulations, policies and procedures.

CERTIFICATES, LICENSES, REGISTRATIONS

Notary Public License (may be procured after hiring)

Active participation and involvement in the following organizations: Southwestern Illinois Municipal Clerks Association, Municipal Clerks of Illinois, International Institute of Municipal Clerks.

Possess or have the ability to obtain the following certifications: Registered Municipal Clerk, Certified Municipal Clerk, and Master Municipal Clerk.

**Participation and involvement in City Clerk organizations and affiliations necessary; as well as progressive growth toward required certifications mandatory for consideration of additional compensation.

PHYSICAL DEMANDS

Position requires prolonged sitting and walking; moderate reaching; occasional climbing, balancing, stooping or crouching, pushing, grasping and feeling; in the performance of daily activities. Additionally, the position requires near, far, depth and color vision, accommodation and field of vision in reading and using the computer. Hearing is required when providing phone service. Must be able to handle up to 60 pounds of material by hand or hand truck rarely, and up to five pounds of material by hand occasionally. Heavy lift includes moving cases of copier paper from supply room to copier near the office and occasionally lifting or moving storage boxes of records on/off shelving in storage facility or office. This sometimes requires a ladder and lifting heavy boxes above the head.

WORK ENVIRONMENT

Employee is not exposed to any adverse environmental conditions. Attends night meetings as requested or needed.

This description is intended to indicate the kinds of tasks and levels of difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assist, direct and control the work of employees under his/her supervision. The use of a particular expression or illustration describing the duties shall not be held to exclude other duties not Mentioned that are of similar kind or level of difficulty.