

**CITY OF MONTROSE**  
**JOB DESCRIPTION**

**POSITION:** CITY CLERK-TREASURER  
COMMUNITY CENTER MANAGER

**DEPARTMENT:** ADMINISTRATION

**POINT RANGE:** 323-353

**QUALIFICATIONS**

Must have two (2) year Business Degree or a minimum of one (1) year experience in administration with strong secretarial skills, bookkeeping skills, computer experience, communication skills, able to work independently and be bondable. Valid driver's license.

**Reports To:** City Administrator

**Works With:** City Administrator, Public Works Director, Deputy Clerk, City Council, City Auditors, City Attorney, and City Engineer.

**Supervises:** Deputy Clerk

**Responsibilities**

- I. PAYROLL
  - A. Maintains payroll records including: wage changes, accumulate sick time, vacation time, paid time off (PTO), compensatory time, employee insurance and retirement benefits, and Public Employees Retirement Association (PERA) reports.
  - B. Completes Employee, City Council, Planning and Zoning Commission, Fire Department, Park and Recreation Commission, Economic Development Authoring (EDA) and Election Judges Payroll.
  - C. Completes all payroll tax reports.
  - D. Prepares W2 and 1099 forms annually.
  - E. Completes Pay Equity Report.
  - F. Cross train Deputy Clerk and Administrative Assistant on payroll responsibilities.
  
- II. ANNUAL ASSESSMENTS
  - A. Prepares notices for delinquent utilities and unpaid charges.
  - B. Prepares resolutions and delinquent accounts reports for City Council approval.
  - C. Prepares reports to Wright County.

- III. COMMUNITY CENTER
  - A. Oversees operation of the Community Center.
  - B. Handles all rentals and contracts.
  
- IV. FINANCES
  - A. Codes and enters all accounts payable bi-monthly and runs checks.
  - B. Maintains all accounts payable files.
  - C. Enters all data each month for monthly bank reconciliations.
  - D. Reconciles and balances all accounts each month.
  - E. Prepares and enters journal entries.
  - F. Works with City Administrator.
  - G. Prepares quarterly report for City Council.
  - H. Cross train Deputy Clerk and Administrative Assistant on finance responsibilities.
  
- V. ANNUAL AUDIT
  - A. Prepares all workpapers necessary for annual audit.
  - B. Prepares and mails all letters and disclosures to banks, attorney, and etcetera for audit.
  - C. Works with auditors to complete annual audit.
  
- VI. BUDGET AND LEVY
  - A. Works with the City Administrator and Public Works Director in completing the annual City budget and levy.
  - B. Reviews budget with City Administrator and Public Works Director monthly.
  - C. Reviews finances with the Finance Committee quarterly.
  
- VII. ACCOUNTS RECEIVABLES
  - A. Oversees the recording Accounts Receivables in receipt book.
  - B. Serves as a backup to open daily utility receipts and run tape for Deputy Clerk.
  
- VIII. TAXES
  - A. Completes Monthly sales tax statement.
  
- IX. LIQUOR LICENSING
  - A. All preparation/notification of yearly liquor licensing.
  - B. Enforcement via Wright County of liquor violations.
  - C. Advise all new applicants regarding liquor licensing.
  
- X. ELECTIONS
  - A. Head Election Judge.
  - B. Publishes notices for primary and general elections.
  - C. Selects election judges for City Council approval.
  - D. Oversees primary and general elections.

- XI. HUMAN RESOURCES
  - A. Administers insurance policies: liability, work comp, employee medical, dental, long- and short-term disability.
  - B. Annually reviews city insurance policies with agents.
  - C. Manages technological advances and financial and administrative equipment and software upgrades.
  - D. Manages and serves as responsible party for the City Data Practice Policy
  - E. Completes all new-hire paperwork and manages data retention for employee files.
  
- XII. EMERGENCY MANAGEMENT
  - A. Member of the Emergency Management Committee.
  
- XIII. DEVELOPMENT
  - A. Maintains all City escrow deposits.
  - B. Landscape inspections.
  
- XIV. RETENTION SCHEDULE MANAGEMENT
  - A. Oversees staff with record retention according to state schedule.
  - B. Responsible for all record retention for city documents.
  
- XV. MAP ADDRESSING
  - A. Provides addressing for new construction of houses, businesses, and etcetera.
  - B. Completes all mapping reports.
  
- XVI. ADMINISTRATIVE ASSISTANT TO MONTROSE FIRE DEPARTMENT
  - A. Coordinates and prepares monthly accounts payable for the Montrose Fire Department.
  - B. Prepares annual fire assessment and remits to Wright County.
  
- XVII. CITY COUNCIL
  - A. Attends all required City meetings.
  - B. Prepares any necessary reports or updates as needed.
  
- XVIII. OTHER ADMINISTRATIVE DUTIES
  - A. Assists with Reception duties including building permits, receipt of payments, and etcetera.
  - B. Serves as a backup to open mail and distribute accordingly.
  - C. Serves as a backup to Utility Billing.
  - D. Serves as a backup to the complete duties and responsibilities as directed by the City Administrator.
  
- XIX. ANY OTHER DUTIES/RESPONSIBILITIES IN THE DAY-TO-DAY OPERATION OF THE CITY AS REQUESTED
  - A. Provide cross training to other City employees when directed.

**Approved by the Montrose City Council on January 25, 2021.**

I accept the job duties and responsibilities of the City Clerk-Treasurer and Community Center Manager.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_