

(There may/will be other items completed by clerk/treasurer not outlined in this description and they should be completed to the best of employee's abilities and if not able the clerk/treasurer should inform the Mayor or Council)

ESSENTIAL FUNCTIONS OF THE JOB

COUNCIL ASSISTANCE

- Attend council meetings and hearings.
- Prepare and maintain accurate record of minutes, ordinance, and resolutions, and all other actions.
- Post council minutes at city hall and USPS (not required to be published).
- Post and publish (if required) hearing notices and any other notices and required information at city hall and USPS.
- Preparing meeting agendas, distribute agenda packets; coordinate guests and email agendas to those requesting.
- Publish Annual rates and fees schedule; required hearing notices and required ordinance summaries.
- Review & facilitate new Ordinances and updating Ordinances.
- Review & facilitate the coordination and administration of city policies and procedures.
- Assist council with setting of annual rates & fees and publication of same.
- Research and provide information to the Council as requested.
- Typing and mailing city business letters as required or requested by council members.
- Correspond with city attorney regarding legal matters.

PUBLIC RELATIONS

- Provide information and assistance to citizens and others either in person or by phone, answer question, research files, and take messages.
- Fulfill documents/information requests that are not covered by Private Data rules.
- Provide applications and information for various city permits

FINANCIAL

- Presenting city and municipal liquor store financial statements to the council monthly and annually as available after the year end audit.
- Prepare weekly deposits, code and post into Accounts Receivable software-Liquor Store Manager will prepare deposits and give to bank.
- Monitor and record direct deposit and electronic fund transfer transactions. Clerk/Treas. Is the designated electronic funds individual with the cities banks.
- Prepare Liquor Store monthly sales summary and average daily sales reports.
- Prepare and code City and Liquor Store expenditures, and generate checks.
- Provide monthly bills and EFTs with invoices to Council for approval.
- Document and complete all General Ledger entries.
- Maintaining a complete set of books and ledgers on City and Liquor Store finances and transactions.
- Review and reconcile all checking and savings accounts monthly.
- Implement and assist with Liquor Store quarterly inventories.
- Prepare and file City and Liquor Store Sales Tax reports.
- Prepare year-end financial statements and assist city appointed auditors in preparing year end audit as required by state.
- Assist financial advisors with City bond issues, complete necessary paperwork and report appropriate information to county.
- Insure all USDA/Lease/bond payments are paid timely.
- Transfer funds as needed with council approval.
- Maintaining city investments, savings certificates, etc. and negotiating interest rates.
- Monitor funds at banks for amounts on deposit exceeding FDIC Insurance limits. If limits exceeded insure that the financial institution will pledge securities for the excess-keep proof on file for audits.
- Prepare all Annual 1099's to recipients.

STATUTORY

- Prepare and submit all county, state and federal financial reports as required.
- Prepare city budget proposals for council to work on to establish levy.
- Prepare new special assessments & delinquent utilities assessments; do land owner notifications and schedule necessary council hearings; present to council for approval and certify to Kittson County.
- Prepare Federal, State, County and other entity- license and permit applications (road closings; Sunday liquor etc)

UTILITY BILLING

- Maintain the City Utility Accounts Receivable customer data base.
- Billing of all city business and residential water fees quarterly and rebilling monthly.
- Respond to utility account questions.
- Receive and record utility payments.
- Notify council of seriously delinquent accounts.
- Issue late payment & shutoff notices as prescribed by ordinance. Notify Public Works Director of shutoffs.

PERSONNEL & PAYROLL

- Maintain and process city/liquor store/golf employee payroll, payroll deductions and payroll records.
- Record and maintain all vacation and sick leave earnings and usage.
- Do monthly EFT's for Federal/Social Security& Medicare withholding and state withholding.
- Annually prepare W-2's
- Quarterly prepare federal and state reports.
- File PERA reports and pay balance due for each payroll period.
- Maintain personnel files.
- Review and facilitate updates to personnel policy as needed.
- Review and facilitate updates to employee job descriptions as needed.
- Implement Employee benefit notices (health/life/PERA etc.) changes and updates. Submit all payments for these benefits.
- Prepare and submit all workers compensation reports of injury and follow up reports.
- Maintain all state & federal required employee postings at each work site (City hall/Liquor Store/Maintenance shop/golf course).
- Do online MN New Hire reporting for City/Liquor Store/Golf employees

FIRE DEPARTMENT

- Preparing annual township fire contracts and collection of contract fees.
- Annual reporting in conjunction with fire chief of fire department status to state and fire relief service credit reporting to PERA Fireman's Retirement fund.
- Annual reporting of firemen roster to State Fire board for training reimbursements.
- Every 3 years have council set a meeting date and notify Townships protected by Lancaster Fire Dept.; help establish a proposed 3 year contract rate for said meeting.
- Maintain fire department personnel files.
- Request from sheriff's office background checks for new firemen.

REVOLVING LOAN FUND

- Facilitating revolving loan fund applications, collection of loan payments and semi-annual revolving loan fund reporting to USDA.
- Update council frequently on loan status and prepare annual report for council.
- Review loan files to make sure that security agreements/UCC filings are extended; that insurance assignments are completed and up to date.
- Complete or have city attorney assist in closing out loans and filing satisfactions.

SAFETY

- Clerk/Treasurer is the city safety coordinator and will sit on the NW Regional Safety Committee and attend the safety committee meetings.
- Coordinate all city/liquor store/golf/fire department employee safety training by either assigning safety training meetings to attend or by in house safety training for part-time employees.
- Review city property for safety issues and either implement simple low cost fixes or refer to council for items costing more than \$500.
- Update and maintain MSDS (chemical & hazards) online (SDS) and in the ring binders in all work sites.

COMMUNITY CENTER/CITY HALL

- Purchasing office and community center supplies. Purchasing equipment under \$500; above that amount must be approved by council.
- Supervise cleaning/flower maintenance employee.
- Rental and scheduling of Community Center, City Hall and Gazebo Park events; including drafting rental agreements at these facilities.

ELECTIONS & CENSUS

- Responsible for updating and maintaining census maps and data.
- Prepare; post and publish election filing notices for city offices.
- Receive candidate filings and make sure that city office is open until 5:00PM on final day of filing for city offices.
- Post all other federal and state election notices as required.

OTHER

- Complete property & liability; workers compensation and liquor liability insurance applications.
- Complete all property & liability; workers compensation and liquor liability insurance audits.
- Report all property & liability; workers compensation insurance claims and work with adjusters.
- Storing all city records (current and past) in a safe location.
- Follow the records retention regulations as the state has prescribed and the city adopted. Keep all perpetual document and remove records that are able to be destroyed when the time period for retention has expired.
- Maintain city website with meeting dates, minutes, events, rates and fees.
- Filing and dispersing city mail.
- Prepare campground envelopes with rates & fees.
- Attend workshops and/or online training when feasible to remain current on municipal affairs.
- Process gambling/bingo, beer, liquor and other license applications.
- Prepare; submit and administer small grant application when council requests.
- Work with financial advisors on grant administration and financing of large city projects.

PAY-PERIOD

The pay periods will be semi-monthly and shall be paid within 5 business days of the close of the pay period.

WORK WEEK

40 hours per week shall constitute a normal week and the position shall be considered benefitted part time.

BENEFITS

Benefits shall accrue for those benefitted employees as approved by city council and as set out in the City of Lancaster's Personnel Policy. PERA benefits are to be applied as mandated.

In all other matters the City of Lancaster Personnel Policy shall apply.

Approved: July 10, 2024 by Lancaster City Council.