

City of Manning

Job Description

Title: Deputy City Clerk & Wastewater/Water Lab Tech
Reports To: City Clerk/Administrator & Operations Manager
Department: Administration, Water, and Wastewater
Salary: Hourly
Status: Full-time

Job Summary:

LAB TECH: Assist in the city's water and wastewater laboratory performing all necessary tests and associated record keeping.

DEPUTY CLERK: Under general supervision of the City Clerk/Administrator, performs general accounting and related financial support tasks including payroll processing, sales tax and payroll reports, accounts payable, and miscellaneous accounts receivable. Performs General office administrative work. Performs functions required by permitting or program processes and special projects assigned by the City Clerk/Administrator or City Council; other work as required.

Job Duties:

LAB TECH:

1. Assist in the day to day operation of the water treatment facility
2. Perform all procedures required in the water and wastewater laboratory, including taking proper care of water and wastewater samples and records pertaining to them.
3. Compile, record, file, and forward information as needed.
4. Answer telephone and take messages.
5. Implement recommendations from DNR regarding testing.
6. Other duties as required, needed, and/or assigned.

DEPUTY CLERK:

1. Receives utility service deposits; maintains records of deposits; remits deposit monies to customers or credits deposit monies to customers' account.
2. Maintains and records cemetery records and performs other cemetery related functions. Converts written cemetery records to electronic records.
3. Monitor accounts receivable and pursues past due accounts.
4. Payroll--Computes used and accrued PTO; enters payroll information into the computer; prints payroll checks and payroll reports for Clerk's approval; pays required federal/state taxes; insurance deductions and related payroll costs.
5. Accounts Payable--enters essential information into the computer and prints checks after Clerk approval; mails payments to appropriate vendors and files invoices. Tracks payments that can be paid without Council approval versus ones that need prior Council approval.
6. Prepares receipts for bank deposits and enters into the financial system.
7. Answer telephones and performs general reception duties assisting the public.
8. Issuance of licenses and permits (Pet Licenses, Cigarette Permits, Peddlers Permits, Liquor Licenses, etc.)
9. Oversee the Community Gardens Program
10. Proof-read grants, letters, and other written communication from the City as directed by the Clerk/Administrator.
11. Invoice miscellaneous bills and collect for them

12. Track and record revolving loan fund payments.
13. Assist with utility billing as necessary including helping with stuffing bills, assisting customers with payments, payment agreements, or bill disputes. Assist with collection efforts such as landlord liens, collections agencies, or income-offset program. Initiate and oversee curb replacement procedure when needed.
14. Track Investments
15. Attend training as necessary for the duties of the job.
16. Update the City website as needed.
17. Performs miscellaneous work or special project work as directed by the City Administrator/Clerk.
18. Performs necessary functions of the City Administrator/Clerk in his/her absence including City Council meeting preparation, attendance, and follow-up.
19. Maintains adequate office supplies.
20. Represent the City in some community functions such as the Chamber of Commerce or other functions as assigned.
21. Assists other City departments as necessary.
22. Other duties as required, needed, and/or assigned.

Required Knowledge, Skills, and Abilities:

Self-starter with the ability to work without close supervision. Good written and verbal communication skills. Ability to use Microsoft Office Products. Ability to exercise sound judgment in decision-making. Ability to ensure compliance with and follow standard safety practices and procedures common to the job. Must possess a valid drivers license.

Physical Requirements:

Must be able to easily lift 50 pounds and go up and down stairs several times in the course of a workday. Job requires the ability to finger/feel, reach and handle a variety of paper documents using fingers and hands; precise use of fingers and hands in typing and entering data using a keyboard, calculator and related office equipment. Must be able to hear and communicate clearly on the telephone.

Work Week:

A 40 hour week based on departmental needs. Will need to work daily M-F. No Holidays. Some night or noon meetings will be required in which case time will be taken off elsewhere during the pay period. Overtime is not necessary under normal circumstances.

Required Knowledge, Skills and Abilities:

- Two years education in general accounting, finance management, business management, or related field and two years office experience, or a combination of equivalent education and experience.
- Ability to use logical thinking to solve problems having several concrete or abstract variables.
- Ability to perform arithmetic calculations involving fractions, decimals and percentages.
- Ability to compose original correspondence; ability to write, report or edit documents.
- Knowledge of modern office procedures and practices; ability to operate personal computers and corresponding software in an efficient manner.
- Ability to use a telephone.
- Knowledge of and willingness to comply with all applicable federal, state and local safety compliance policies.
- Ability to establish and maintain an effective working relationship with superiors, co-workers, and the public.
- Provide Proof of NIMS Compliancy Requirements within 6 months from date of hire.
- Ability to pass a drug screening

Terms of Employment:

Manning is an at will employer. Due to the nature of this position, if employee leaves work on his/her own will, they are required to provide employer with a four-week notice. Failure to provide a four-week notice will forfeit benefit payments to the employee upon termination.

Employee Signature:

I understand the duties and responsibilities assigned to me under this job description and have had all my questions adequately answered concerning this job. I agree to complete these assigned duties and to abide by the guidelines established in the employee handbook. I understand that I may be terminated if my supervisor feels that I have failed to perform my duties satisfactorily.

Employee Signature

Date