

**AN ORDINANCE CREATING THE POSITION OF CITY
CLERK/ADMINISTRATOR AND APPOINTING
FRANK JOHNSON TO THE POSITION**

WHEREAS, the Board of Aldermen believes that the administration of the City of Twin Oak's business will be assisted by creating a position to expand the City Clerk position to include more executive and administrative roles with more authority to conduct the City's day-to-day functions; and

WHEREAS, the Board of Aldermen has determined that because the current City Clerk job duties are generally more aligned with the duties of a city manager or administrator, creating the office of City Clerk/Administrator position for the City of Twin Oaks is in the best interest of the citizens in terms of efficiency and experience in performing and supervising the City's daily administration.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF TWIN OAKS, MISSOURI, AS FOLLOWS:

Section 1. The Board of Aldermen does hereby create the office of City Administrator. To that end, Article II "City Clerk", Section 115.090 "City Clerk — Appointment, Duties, Qualifications, Compensation, Term" is hereby repealed and in its place a new Article II "City Clerk/Administrator," Section 115.090 "City Clerk/Administrator — Appointment, Duties, Qualifications, Compensation, Term" is adopted, to read as follows:

Section 115.090 City Clerk/Administrator

Pursuant to the authority granted by Section 79.230 and Section 79.320 of the Revised Statutes of Missouri, the office of City Clerk/Administrator is hereby established and shall be subject to the following requirements:

- A. *Appointment*: The City Clerk/Administrator shall be appointed by the Mayor with the advice and consent employed by the Board of Aldermen, with the approval of the Mayor, and the appointment may be for an indefinite term of office. The City Clerk/Administrator shall serve at the pleasure of the Board of Aldermen. Anytime in this Municipal Code the term "City Clerk" is used it shall mean the "City Clerk/Administrator."
- B. *Qualifications*: The City Clerk/Administrator shall have either experience or education in administration of municipal government, or a combination of education and experience. Before entering upon the duties of the Office, the City Clerk/Administrator shall take an oath or affirmation before some person authorized to administer oath, that he or she possesses all the qualifications prescribed by law for the Office, that he or she will support the Constitution of the United States and of the State, that he or she will uphold the provisions of all laws of the State and the Ordinances of the City, and that he or she will faithfully demean himself or herself while in office.

C. *Duties:*

1. The City Clerk/Administrator shall be a full-time position and shall be performed during the hours set by the Mayor with the consent of the Board of Aldermen. The City Administrator position shall be the administrative assistant to the Mayor and, subject to the direction and supervision of the Mayor, shall, with the Mayor, have general control over the administration and management of the City's business, officers and employees of the City. The City Clerk/Administrator shall be responsible for the tasks set forth in the job description developed by the Board of Aldermen (attached as **Exhibit A** and incorporated by reference) and such other duties as may be required by the Board of Aldermen from time to time. The City Clerk/Administrator shall answer to the Mayor and Board of Aldermen in all circumstances.
 2. The City Clerk/Administrator also shall have and perform all of the powers, rights and duties assigned by law to the office of City Clerk, including, but not limited to, having charge and custody of the seal, ordinances and other records, papers and documents entrusted to his or her care and keeping by the Board of Aldermen; attending to such correspondence as may be required and shall keep the journal of the proceedings of the Board of Aldermen, entering therein the "yeas" and "nays" of the members of each bill presented for passage as an ordinance; attesting each ordinance passed by subscribing his or her name on the face thereof; safely and properly keeping all the records and papers belonging to the City which may be entrusted to his or her care; being the general accountant of the City; being empowered to administer official oaths and oaths to persons certifying to demands or claims against the City, and performing all such other duties as may be prescribed by law or ordinance or as directed by the Board of Aldermen.
 3. Nothing herein shall preclude the appointment of a Deputy City Clerk by the Board.
- D. *Compensation:* The City Clerk/Administrator shall receive such compensation as set by ordinance by the Board of Aldermen and which may be adjusted from time to time by the budget ordinance or other ordinance.
- E. *Term; Removal:* The office of City Clerk/Administrator shall have an indefinite term and continued service shall be at the pleasure of the Board of Aldermen and subject to removal in accordance with Section 115.030 of the Municipal Code.

Section 2. The Mayor, with the consent of the Board of Aldermen, hereby appoints Frank Johnson to the position of City Clerk/Administrator with his compensation set at \$61,698.08 upon final approval of this Ordinance.

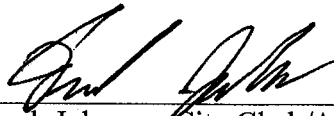
Section 3. This Ordinance shall be in full force and effect on and after its passage and approval by the Mayor.

PASSED AFTER HAVING BEEN READ IN FULL OR BY TITLE TWO TIMES PRIOR TO
PASSAGE BY THE BOARD OF ALDERMEN OF THE CITY OF TWIN OAKS, MISSOURI,
THIS 16th DAY OF JUNE 2021.



Russ Fortune, Mayor

Attest:



Frank Johnson, City Clerk/Administrator

Exhibit A Job Description

Position Title: City Clerk/Administrator
Supervisor: Mayor
Type of Position: Management

General:

The City Clerk/Administrator serves for an indefinite term and is appointed and may be removed by a majority vote of the Board. The City Clerk/Administrator is responsible for formulating and carrying out policy for the Board of Aldermen as well as overseeing all departments and employees of the City subject to the limitations defined in the Twin Oaks Municipal Code and the Revised Statutes of Missouri. The City Clerk/Administrator shall be accountable to the Mayor and Board pursuant to the statutes of the State of Missouri, the Municipal Code of Twin Oaks and the Resolutions, motions and directives of the Board of Aldermen.

Necessary Skills, Knowledge and Abilities:

- Knowledge and experience regarding municipal government operations.
- Knowledge and experience regarding municipal government financial management.
- Knowledge and experience regarding the management of the physical facilities of the City.
- Ability to effectively communicate orally and in writing.
- Ability to establish and maintain an effective and respectful working relationship with officials, employees, consultants, contractors, businesses, residents and the public.
- Knowledge and experience submitting, obtaining and managing grants.
- Skill in planning, directing and administering municipal programs and services.

License and Experience:

- Valid Missouri Driver's license.
- Experience or education in administration of municipalities, or equivalent combination of education and experience.
- Must be bondable as required by the City.

GENERAL DUTIES

- All duties set forth in Section 115.090 of the Twin Oaks Municipal Code
- To have charge and custody of the City Seal, ordinances and other records, papers and documents entrusted to his/her care and keeping by the Board of Aldermen.
- Carry out directives of the Board and promptly report any difficulties encountered;
- Subject to direction of the Mayor, be responsible for the administration of all day-to-day operations of Twin Oaks.
- Act as the Custodian of Records for the City per §115.090 of the Twin Oaks Code and the Missouri Sunshine Law.

- Promote the economic well-being and growth of Twin Oaks through public and private sector cooperation.
- Recommend and enforce standards, policies, and procedures for the most efficient management of employees and resources.
- Attend Board and commission/board meetings, except as directed by the Mayor, and provide information on appropriate agenda items; prepare and maintain minutes of all public meetings.
- Keep informed concerning current Federal, State and County legislation and administrative rules affecting the City and submit appropriate reports and recommendations thereon to the Board.
- Identify current county, state, federal and private funding sources and as certain eligibility for such funding; assist the Board in obtaining these funds.
- Represent the City in matters involving legislation and intergovernmental affairs as authorized and directed by the Board.
- Act as public information officer for Twin Oaks with responsibility for assuring that the news media are properly informed about operations, and that all open records and meeting laws per Chapter 610 RSMo. ("Sunshine Law") are followed.
- Act as a liaison between the residents of Twin Oaks and the Board; receive suggestions; hear and investigate complaints in relation to all City matters.
- Maintain a recurring events calendar ensuring that all franchises, permits, privileges and contracts of the City are faithfully observed and/or renewed.
- Attend conferences and meetings to keep abreast of current trends in municipal government; represent the City in a variety of local, county, and other meetings.
- Attend City events throughout the year.
- Perform such other duties as may be assigned by the Board.

RESPONSIBILITIES TO THE CITY BOARD

- Ensure that required supporting materials are provided for all functions.
- Conduct annual reviews of Ordinances and Policies for potential updates or improvements and recommend action for same to Board.
- Ensure the preparation of Ordinances and Resolutions as requested.
- Keep the Board regularly informed about the activities of the City office by oral or written report at regular or special meetings of the Board.

PERSONNEL

- Be responsible for the administrative direction and coordination of all employees of Twin Oaks.
- Conduct annual written evaluations of all employees.
- Inform Mayor and Board of issues relating to possible need for appointment, promotion, suspension or termination of employees.

BUSINESS FUNCTIONS

- Serve as Budget Officer per §130.030 of the Twin Oaks Code-Prepare draft budgets, coordinate and compile the draft budget for consideration by the Board.
- Be responsible for preparation, posting and publishing of all official notices required of the annual budget and budget proceedings in accordance with State statutes.
- Report to the Board on current fiscal position of the City as directed.
- Administer the budget and recommend such budget control procedures as may be necessary and/or appropriate.
- Oversee expenditures and purchases and ensure compliance with purchasing policies.
- Maintain a continuing review and analysis of budget operations, work practices and costs of municipal services.
- ~~Ensure compliance with statutory competitive bid, prevailing wage, and contracting requirements.~~
- Coordinate and perform functions, including, but not limited to:
 - Management of financial functions
 - Maintenance of ledgers and accounting processes
 - Cash management
 - Payroll and accounts payable
 - Securing of annual audits & financial reports by authorized Certified Public Accountants
 - Safe-keeping of securities and valuable papers
 - Collection and deposit with authorized depositories of all revenues
 - Review and maintenance of authorized fidelity bonds and insurance
 - Distribute monthly Profit and Loss and Balance Sheets

PLANNING, DEVELOPMENT, AND ZONING

- Maintain familiarity with current State statutes, Twin Oaks ordinances and decisions regarding zoning and land division.
- Act as Zoning Enforcement Authority for the City.
- Coordinate preliminary discussion with persons proposing development plans including rezoning, land development and site development. Advise such persons regarding amendments to proposals that may be necessary to meet the needs of the community and comply with Twin Oaks Ordinances.
- Coordinate with City Attorney and Aldermen as required to identify proposed projects on the long-term health, safety, convenience, economic welfare and general welfare of the community.
- Coordinate with City Attorney and Aldermen on a continuing basis over the course of project preparation to ensure the guidance from the Planning & Zoning Commission and Board is effectively incorporated into proposed projects.
- Schedule and attend Board of Adjustment meetings.