

CITY OF TWIN OAKS
1381 Big Bend Road, Twin Oaks, MO 63021
www.cityoftwinoaks.com | 636-225-7873

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

General:

The City Clerk serves for an indefinite term and is appointed and may be removed by a majority vote of the Board. The City Clerk shall be accountable to the Board pursuant to the statutes of the State of Missouri, the Municipal Code and Ordinances of Twin Oaks and the Resolutions, motions and directives of the Board of Aldermen.

Skills, Knowledge and Abilities:

- Knowledge and experience regarding municipal government operations, financial management, and 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 delivering municipal programs and services.

License and Experience:

- Valid Missouri Driver's license.
- Desired qualifications include experience in administration of municipalities, or equivalent combination of training and experience. Missouri (MRCC) and/or national (CMC) city clerk certification a plus.
- Must be bondable as required by the City.

GENERAL DUTIES

- To have charge and custody of the City Seal, ordinances, and other records, and papers and documents entrusted to his/her care and keeping by the Board of Aldermen.
- Carry out directives of the Board and report promptly 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 §120.090 of the Twin Oaks Code.
- Assist Mayor to implement 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 prepare proper notice of meetings per Chapter 610 RSMo. ("Sunshine Law"); prepare agenda packets including any necessary information on 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.

- Act as public information officer for Twin Oaks with responsibility for assuring that the residents, business community, and public are properly informed about operations, and that all open records and meeting requirements under the Sunshine Law are followed.
- Maintain a recurring events calendar ensuring that all annual tax rates are set, and that 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.
- Attend and assist with 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.
- Coordinate with codification company and City Attorney for annual review of ordinances and policies for potential updates or improvements.
- 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

- Assist Mayor with direction and coordination of employees in compliance with personnel policy.
- Ensure that Mayor and/or Board conducts annual written evaluations of all employees.

BUSINESS FUNCTIONS

- Coordinate with and supply supporting documentation to City's financial and accounting consultant with regard to draft budgets consideration by the Board and final approval.
- Preparation, posting, and publishing of all official notices required of setting the annual tax rate, budget proceedings, zoning amendments, etc., in accordance with State statutes.
- Oversee expenditures and purchases and ensure compliance with approved budget and purchasing policies and maintain a continuing review and analysis of budget operations, work practices, and costs of municipal services.
- Coordinate with engineering consultant and City Attorney to ensure compliance with competitive bid, prevailing wage, and contracting requirements.
- The City Clerk coordinates and performs work, including, but not limited to;
 - Maintenance of ledgers and accounting processes
 - Cash management
 - Payroll and accounts payable
 - Securing of annual audits and 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 statues, Twin Oaks ordinances, and decisions regarding zoning and land division.
- Coordinate zoning enforcement for the City.
- Coordinate with Mayor and City Attorney preliminary discussion with persons proposing development plans including rezoning, land development, and site development. Advise such persons seeking approval of proposals regarding process to comply with Twin Oaks development regulations.
- Apply land use regulations for redevelopment projects with guidance of City Attorney, engineering consultant, and Mayor, and inform the Board 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 post meeting notice, arrange court reporter for, attend, and prepare minutes of Board of Adjustment meetings.