

CITY CLERK CITY OF ELLIS, KANSAS	
Department: Administration Reports To: Mayor	Position Type: Full-time Retirement Plan: KPERS This description last updated November 2009
FLSA: Non-exempt ADA: Applicable	

Position Summary

Under the direction of the Mayor and City Council, the City Clerk performs responsible administrative and financial duties. This employee serves as the official bookkeeper/ accountant for the City of Ellis. As a city officer, the City Clerk is the official custodian of municipal documents. This employee supervises subordinate personnel and evaluates work performance. An employee in this position has a substantial amount of public contact regarding the furnishing of information concerning city ordinances and policies. Attending City Council meetings, recording minutes and ordinances, and serving as liaison between the Mayor, City Council and residents are also expected. This employee should possess excellent organizational, managerial, supervisory and public relation skills.

ESSENTIAL FUNCTIONS

- Attends council meetings and records the minutes;
- Prepares council agendas and mailings to governing body;
- Publishes ordinances, notices and resolution in official newspaper;
- Serve as main point of contact for various city projects and functions;
- Coordinate information between department heads, city attorney and council as required;
- Prepares annual budget;
- Invests in short-term investments as directed by the Council;
- Audits and posts expenditures;
- Approves pre-numbered Request for Purchase Forms for payment for all departments;
- Prepare and maintain bond payments and schedules;
- Prepare, review and maintain spreadsheets for utility rate and reserve fund projections;
- Review and approve time cards for payroll;
- Supervises, evaluates and schedules work of subordinate personnel;
- Oversees maintenance all city records, books, files and documents;
- Maintains an organized mapping system;
- Maintains capital and inventory records for the city;
- Oversees maintenance of cemetery records;
- Responds to citizen complaints and questions relating to city policy;
- Prepares and maintains various state and federal reports;
- Assists in preparation of grant applications;
- Maintains and updates city policies and code book;
- Prepares, records and mails notices for violations of city codes;
- Oversees maintenance and designs all city forms, permits and other related documents;
- Secretary for Planning Commission; secretary for Board of Zoning Appeals;
- Appear before the Board of Tax Appeals;
- Maintain a record of the daily schedule of employees from all departments including how to contact those individuals. The clerk's office will obtain information from other department heads to compile this information. This record is for internal use to aid in contacting employees in the event that contact needs to be made.

MARGINAL FUNCTIONS

- Oversees the collection and maintenance of all records of animal control licenses; occupational licenses, Cereal Malt Beverage/liquor applications and licenses and other city licenses preparation;
- Review and approve all municipal court record keeping;
- Review and approve all utility billing and cash receipt accounting;
- Review and approve all payrolls

- Review and approve the city newsletter for publication
- Review and approve special assessments for certification
- Other related duties as deemed necessary or as required

Position Requirements

Experience: Four to five years governmental or supervisory experience is preferred. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well after one year in the position.

Education: High school education or equivalent required. Technical or Associate of Arts degree or the equivalent training and experience is preferred. Must have or be willing to complete City Clerk's certification school, occasional out of town travel will be necessary must have or obtain a valid Kansas driver's license. Any other certifications deemed necessary by governing body.

Technical Skills: Technical abilities expected include knowledge of computer applications, budget preparation, financial reporting and investment, and grant preparation. Familiarity with state and local laws governing municipalities. Excellent supervisory, communications and interpersonal skills. The ability to operate a computer, calculator, and other related office equipment for extended periods of time.

Problem Solving: Frequent problem solving exists in relations to the daily management of departmental functions. Problems involve handling complaints and inquiries from both the general public and city personnel.

Decision-Making: Frequent decision-making in determining amount and type of idle funds investment to be made, availability of funds for expenditures, establishing priorities, utility adjustments, interpretation of city code and various city policies, routing of citizens questions, complaints and concerns.

Accountability: This employee is responsible for budgetary control of the city in excess of \$3.5 million annually and participates directly in the preparation of the annual budget of the city.

Supervision: Little or no direct supervision provided by the mayor. Decisions are subject to review by the mayor and governing body. Employee is responsible for the supervision and evaluation of subordinate personnel.

Personal Relations: Continual contact with other city department and the general public.

Working Conditions: No adverse working conditions exist in this position.

Communication/Confidentiality: The ability to express or exchange ideas by means of communication is important in this position. This employee must be able to convey and receive detailed or important instructions from other workers and the general public. Must maintain confidentiality of sensitive information.

Physical Requirements: May include extended periods of sitting, light lifting and data entry.

The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

I have reviewed the above job description and acknowledge that I have accepted employment under this job description.

Signed _____

Print Name _____

Date _____

EMPLOYEE BENEFITS**STANDARD**

UNIFORMS Provided to Public Works and Police Department, costs 100% paid by City. Partial reimbursement of cost of approved types of boot annually for Public Works and Police Department.

WORKMAN'S COMP Costs 100% paid by City

FICA Includes Social Security and Medicare. Employee's mandatory contribution is 7.65% City's mandatory contribution is 7.65%

WORKMAN'S COMP Costs 100% paid by City

UNEMPLOYMENT INSURANCE Costs 100% paid by City

HEALTH INSURANCE Includes major medical, dental, vision, prescription card. Premiums 100% paid by City

LIFE INSURANCE \$25,000 term life. Premiums 100% paid by City

KPERS RETIREMENT Employee's mandatory contribution is 6%. City's contribution is determined by State of Kansas annually.

KPERS BASIC LIFE INSURANCE Term life (value = 150% of current salary). Premiums 100% paid by City.

PAID LEAVE TIME

VACATION Earned according to a schedule prescribed by the City Council.

HOLIDAYS Currently eleven paid holidays, including employee's birthday.

MEDICAL Full-time employees earn paid medical leave for each full month of service.

PERSONAL Each calendar year full-time employees may use a portion of their earned Medical Leave for personal matters.

FUNERAL One to three days of funeral leave may be granted to full-time employees, based on the relationship to the employee.

CATASTROPHIC SICK LEAVE BANK Member employees who meet the catastrophic illness/injury eligibility requirements have access to a pool of voluntarily donated sick leave accrued by City employees.

BONUSES

LONGEVITY After two years of service, annual longevity pay given on employee's anniversary date according to a schedule prescribed by the City Council.

CHRISTMAS BONUS Annual Christmas Bonus *may* be awarded in December of each year as approved by the City Council.

SERVICE AWARD Given to employees based on their years of service as of October 1 of each year according to a schedule prescribed by the City Council

OPTIONAL

KPERS OPT LIFE INSURANCE Premiums 100% paid by employee.

DEFERRED COMP Tax deferral through salary contributions **KPERS 457** deferred comp plan.
Tax deferral through pre-tax payments of **AFLAC** premiums for various insurance and income supplement products.

CITY OF ELLIS

AUTHORIZATION FOR RELEASE OF PERSONAL INFORMATION

I, _____, do hereby authorize a review of and full disclosure of all records concerning myself to any duly authorized agent of the City of Ellis Police Department, whether the said records are of a public, private or confidential nature.

The intent of this authorization is to give my consent for full and complete disclosure of the records and loans, and records of commercial and retail credit agencies (including credit reports and/or consultation, including hospitals, clinics, private practitioners, and the U.S. Veteran's Administration; employment and pre-employment records and recollections of attorneys-at-law, or of other counsel, whether representing me or another person in any case, either criminal or civil in which I presently have, or have had an interest.

I understand that any information obtained by a personal history background investigation, which is developed directly or indirectly, in whole or in part, upon this release authorization will be considered in determining my suitability for employment by the City of Ellis. I also certify that any person(s) or entity(ies) who may furnish such information concerning me shall not be held accountable for giving this information; and I do hereby release said person (s) or entity(ies) from any and all liability which may be incurred as a result of furnishing such information.

I also certify that any agent(s) of the City of Ellis Police Department who may conduct my background investigation shall not be held accountable for the collection of this information, and I do hereby release said person(s) from any and all liability which may be incurred as the result of collecting such information.

I also agree to pay any and all charges or fees concerning this request and can be billed for such charges at the below listed address.

A photocopy of this release form will be valid as an original there of, even though the said photocopy does not contain an original writing of my signature.

Witness

Signature

Date

Name: _____
(First, Middle and Last)

Address: _____

Phone: _____

Date of Birth: _____

CITY OF ELLIS
Personal References

Please supply 2 references in each category and return this with your application and release form.

Relatives References				
Name:	Address:	Phone #:	Relationship	Years Known

Co-Worker References (past or present)				
Name:	Address:	Phone #:	Relationship	Years Known

Friends References (not a co-worker)				
Name:	Address:	Phone #:	Relationship	Years Known

**CITY OF ELLIS, KANSAS
EMPLOYMENT APPLICATION**

815 Jefferson Street
Ellis, Ks 67637
Phone 785.726.4812
Fax 785.726.4159

The City of Ellis is an EQUAL OPPORTUNITY EMPLOYER

(Please PRINT clearly)

NAME _____
ADDRESS _____
HOME PHONE _____ CELL PHONE _____ EMAIL _____

May we contact you at work? Yes No
PART TIME APPLICANTS are you 16 or over? Yes No
FULL TIME APPLICANTS are you 18 or over? Yes No
POLICE APPLICANTS are you 21 or over? Yes No

POSITION(S) APPLIED FOR _____
WOULD YOU ACCEPT FULL TIME OR PART TIME WORK? _____
ON WHAT DATE WOULD YOU BE ELIGIBLE FOR WORK? _____
DRIVERS LICENSE NO. _____ STATE _____ EXPIRATION DATE _____
DO YOU HOLD COMMERCIAL DRIVERS LICENSE (CDL)? _____
ARE YOU ELIGIBLE TO OBTAIN A CDL LICENSE? _____

List any relatives currently employed by the City of Ellis

Name	Relationship	Department
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Education & Training

High School: _____ Location: _____
Graduated: Yes No GED: Yes No
College: _____ Location: _____
Major _____ Degree _____ Graduated: Yes No
Trade or Technical School _____ Completed: Yes No

Special Training & Skills

Please list additional training or skills or other information you feel may be helpful to us in considering your application.

Employment History

List the last three jobs you have held, beginning with the most recent.

Employer:
Address:
Phone:
Job Title:
Supervisor:
Dates Employed: from (mm/yy) _____ to (mm/yy) _____
May we contact? ___ Yes ___ No If yes, phone number _____
Employment was? ___ Full Time ___ Part-time
List of job duties:
Reason for leaving:

Employer
Address
Phone
Job Title
Supervisor
Dates Employed: from (mm/yy) _____ to (mm/yy) _____
May we contact? ___ Yes ___ No If yes, phone number _____
Employment was? ___ Full Time ___ Part-time
List of job duties
Reason for leaving

Employer:
Address:
Phone:
Job Title:
Supervisor:
Dates Employed: from (mm/yy) _____ to (mm/yy) _____
May we contact? ___ Yes ___ No If yes, phone number _____
Employment was? ___ Full Time ___ Part-time
List of job duties:
Reason for leaving:

Past Incidents

Have you pleaded guilty, no contest to, or have been convicted of 1) a felony, or 2) a lesser crime which involved theft, dishonesty or violence in the past seven (7) years?

If yes, describe the nature of the offense(s) and the county and state where convicted.

Have you had your driver’s license suspended or revoked within the past five (5) years?

If yes, list the state which suspended or revoke the license and the reason(s) for each suspension or revocation.

Have you been disciplined or fired by a previous employer in the past five (5) years?

If yes, why?

PERSONAL REFERENCES (Not Former Employers or Relatives)

NAME	ADDRESS	CITY/STATE	TELEPHONE

Please read carefully and sign below.

AUTHORIZATION

I hereby authorize the City of Ellis to investigate all statements made in this application, review my driving and criminal records, and to contact my previous employers. I understand that any false statements made herein may eliminate my application from employment consideration, or if discovered after hire, may result in my discharge from employment.

If hired, I will conform to the policies, rules and regulations of the City of Ellis, including, the residency requirements, for full time employees who must live within thirty miles of Ellis.

For certain positions I agree to submit to a complete physical examination including drug testing if requested by the City. I also agree to sign the "*Authorization to Release Information*" form if so requested by the city.

And

ACKNOWLEDGEMENT OF AT WILL EMPLOYMENT

I acknowledge that both my employment and my compensation can be terminated and/or changed at will, without prior notice at the sole option of the City of Ellis. I understand that no representative of the City of Ellis has any authority to enter into any agreement hiring me for a specified period of time or to make any agreement contrary to this acknowledgment.

Applicant's Signature

Date

FOR OFFICE USE ONLY:

Interview	Date	Comments	
Testing			
Tests	Date	Score/Rating	Comments
Reference Checks			
Employer 1:			
Employer 2:			
Employer 3:			
Employer 4:			

Applicant number: _____ Employee Number: _____ Hire Date: _____

Position: _____ Starting Hourly Wage: _____

Notes: _____