

City Of South Beloit
Position Description

Job Title: City Clerk/Human Resources Director
Department: City Clerk's Office
Classification: Full-time, Hired by City Administrator
Position Reports to: City Administrator

General Purpose and Description: The City Clerk is responsible for supporting the day to day functions within City Hall through supervision, implementation and coordination of a variety of office functions necessitating judgement, discretion, initiative and interpretation of policies, procedures and processes. The City Clerk is responsible for the collection, processing and storage of city documents and data. Additionally, the City Clerk shall be highly motivated, service-oriented with strong communication and skills. Hours of employment shall be from 8:00 am-5:00 pm Monday through Friday, other hours as necessary to fulfill requirements of the position. This position is not remote.

Essential Duties and Responsibilities:

- Perform the statutory duties of a City Clerk so that administrative responsibilities of the city are carried out in a prompt, efficient, and lawful manner.
- Provide front line administrative support to City Hall including answering phone calls, responding to inquiries, assist lobby guests.
- Attend all meetings of the council and keep a full record of its proceedings in the journal of the city.
- Attend to the proper and lawful publication of all ordinances required to be published.
- Act as custodian of all municipal documents, books, and papers belonging to the city which are not assigned to the custody of some other officer.
- Act as custodian of all human resource documents and records, including personnel files, and attend to the proper documentation of new employee hire data, payroll, and benefit administration including tracking of vacation time, personal time and sick time for all city employees. Assist in the preparation of documentation necessary for family medical leave, military leave or any other leave provided under state and federal law. Attend to the proper administration of worker's compensation, risk management, health and IMRF issues.
- Responsible for the filing of all city risk management and property insurance claims.
- Serves as election official for the city and provide voter registration service. Provide information regarding voting procedures and preparation and acceptance of election materials.
- Be responsible for the maintenance of zoning records and provide responses to zoning inquiries. Be responsible for the preparation of zoning agendas and meeting materials for zoning board of appeals. Attendance at Planning and Zoning meetings as necessary.
- Prepare all liens and releases of liens.
- Keep and maintain a proper index to all documents and records kept by him/her, so that ready access thereto and use thereof may be had.
- Upon request of the city attorney, make and deliver certified copies of any ordinance, document, or other paper of which the clerk has the custody in any case where the city

attorney deems it necessary for the prosecution or defense of any suit or proceeding in which the city is interested.

- Publish the notices required under the State Local Government Property Transfer Act (ILCS Chapter 50, Act 605, §§ 1 et seq.), keep the special assessment warrant books published for delinquent special assessments, and send notices of all delinquencies to the county collector.
- Be responsible for the monitoring of all city ordinances, resolutions, council meeting minutes and state statutes.
- Act as public information officer for the city with the responsibility of assuring that the news media are kept informed about the operations of the city and that all open meeting rules and regulations are followed.
- Act as Freedom of Information Act officer for the city with the responsibility for responding to all FOIA requests other than those filed in the police department.
- Assist in providing all information for annual treasury report.
- Keep books and accounts showing all receipts and money received by him/her and all other matters pertaining to his/her office in a clear, intelligible, and methodical manner.
- Maintain records of requisition filing; certify depository authority/by seal; public records/written request with city clerk; denial of public records/clerk duty.
- Maintain records for annual audit.
- Maintain corporate drawer. Write up all appropriate receipts on all general fund revenues due to and received by the city. Prepare and deposit bank deposits for all revenues received.
- Taking and recording payments for housing rehab.
- Distribute, receive, process, and collect for all license applications.
- May assist the city code enforcement officer, assists in property history research and current code violation regulations.
- Keeps public informed of council meetings and transactions by publishing notices of meetings and referendums; maintaining council minutes, agendas, resolutions, and ordinances; providing copies to citizens upon request.
- Maintains an awareness of constantly changing laws, rules, and regulations governing all aspects of city administrative operations, including employment practices and election changes.
- Provides information by completing special projects; preparing reports.
- Maintains quality results by following and enforcing information, licensing, and voter standards.
- Responsible over all sewer billing functions and is fully trained as backup for duties.
- Responsible for ordering office and janitorial supplies for all departments.
- Responsible for maintaining and filling all office machines including postage, copier, and printers.
- Responsible for filing of all city documents and maintaining cleanliness and organization throughout.
- Serves as notary of the public.
- Coordinates and maintains office-tracking systems for correspondence and follow-up actions.

Minimum Qualifications:

- High school diploma or equivalent;
- All applicants subject to a background checks and physical;
- Good working knowledge of technology, computers and their operation, with good working familiarity of word processing, spread sheet and data base programs.

Physical Demands & Work Environment: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The duties listed are intended only as illustrations of the various types of work that may be required per the demands of the position. Work is performed in an office setting with some travel required around the community and at workshops, seminars, conferences and meetings. This position is exposed to repetitive physical tasks and frequent rushed jobs or urgent deadlines. Occasionally deals with unpleasant social situations including the necessity of dealing with an irate or unhappy individual.

- Climb stairs.
- Lift 30 pounds.
- Push or pull items on wheels weighing 50 pounds or less.
- Hear phones and alarms.
- Specific vision abilities required include close, distance, color, peripheral, depth and the ability to adjust focus.
- Bend at the waist and knees, crouch, stoop, kneel.
- Perform related duties as assigned.

Wages and Compensation:

- \$60,000-\$65,000 annually depending on qualifications or as established by City Council.
- Full benefits package including health, vision, dental and enrollment into IMRF.
- Twelve paid holidays.
- Monday through Friday, 8:00-5:00 with a one hour, unpaid, lunch.
- Sick, vacation and personal time included.

Selection Guideline:

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required. Pre employment screens will include but are not limited to background and driving history. The City of South Beloit is an equal opportunity employer.

Application should include a resume, cover letter and professional references. Position is open until filled.