



**CITY OF HICKMAN, NEBRASKA
JOB DESCRIPTION**

115 Locust Street / P.O. Box 127
Hickman, Ne 68372-0127
Phone: 402.792.2212
Fax: 402.792.2210

Job Title: City Clerk
Department: Administration
Reports To: City Administrator, Mayor and City Council
FLSA Status: Non-Exempt, Non-Volunteer, Full Time
Date: September 2024

Job Summary

City Clerk shall administer democratic processes and fiscally related tasks to ensure the efficient operation of the City of Hickman. Develops and prepares Council and Committee meeting agendas and packets, prepares reports and provides clerical support to the Council, and attends all meetings of the Council and records minutes. Plans, directs, organizes, updates, and supervises the maintenance of official City documents, records, legal notices and publications, including the Municipal Code, as set by statute, ordinance, and resolution. Assists the City Administrator, City Treasurer, City Auditor and all departments in the development, preparation, processing and implementation of the annual budget. Responsible for communication and interpretation of policies and procedures; responsible for the day-to-day supervision and management of operations and personnel at City Hall.

Knowledge, Abilities and Skills

The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Local, State, and Federal policies and procedures as applicable.
- General record keeping and principles utilized in private or public sector accounting, business or finance administration.
- Proper telephone and e-mail etiquette.
- Routine office procedures, standard clerical techniques.
- Input and retrieval functions utilizing a variety of computer software programs as well as utilizing word processing, spreadsheets and databases.
- Record keeping, bookkeeping and handling money.
- Geographic layout and demographics of jurisdiction and surrounding area.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. This job description may be changed or updated at any time without notice.

Ability to:

- Provide the general public, professional staff, governmental agencies and City Officials a high level of friendly, comprehensive, accurate and efficient customer service for requests and inquiries while maintaining a positive and effective working relationship.
- Plan and organize a personal work schedule, set priorities, and perform job duties efficiently while managing frequent interruptions.
- Learn and apply city policies when dealing with inquiries from the general public and/or other co-workers.
- Learn the methods and techniques used in the review process for a variety of applications submitted to the various departments.
- Apply sound judgment in making decisions.
- Maintain the confidentiality of appropriate communications, documents, transactions and critical information.
- Utilize a variety of computer programs and applications, software, word processing and spreadsheets necessary to perform the functions of the job.
- Perform accurate mathematical calculations such as addition, subtraction, multiplication and division, using a calculator, ten-key adding machine or manually.
- Prepare and maintain departmental records, reports and correspondence pertaining to the functions of the city.
- Operate standard office equipment.

Skill in:

- Problem solving and critical thinking to conduct fact-finding projects.
- Utilizing computers and various software applications (Microsoft Office, Accounting Software-Caselle).
- Verbal and written communication with ability to communicate effectively while maintaining tact and professionalism.
- Establishing and maintaining effective working relationships with the public, other employees, other governmental agencies, and municipal officials.

Education and Experience

1. Minimum of Associates Degree in a related field or proven years of equivalent experience.
2. Previous experience working in an office environment.
3. Prefer Municipal Clerk Certification and municipal/governmental agency experience.
4. Basic Website maintenance and support.
5. Must be willing to obtain further education, training, and certifications as deemed appropriate by the employer.
6. Valid driver's license.

Essential Job Functions

City Council

- Prepares agenda, meeting materials and attends all meetings of City Council.
- Post and Publish City Council agendas and notices and maintains City Council records.
- Prepares copies of meeting materials, organizes meeting packets, and post electronic documents to online meeting portal (Sparq Data Solutions).
- Prepares and submits notifications and regulatory publications to local newspaper.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. This job description may be changed or updated at any time without notice.

- Assists in coordination of various City meetings and events; confirms attendees, sends out reminders and provides appropriate materials as needed.

Customer Support:

- Provides customer service and provides general information as it pertains to City activities or refers them to the appropriate agencies as necessary.
- Answers the telephone, takes messages and/or refers caller to appropriate source for assistance or provides information to callers.
- Assists the general public in completion of various forms and documents; prepares and distributes various departmental applications and forms.
- Receives citizen input in the form of complaints/compliments/statements and records information and/or refers individual to appropriate source for resolution.

Administrative Support

- Performs a variety of clerical duties such as typing, photocopying, scanning, preparing reports, filing and providing customer service to citizens and staff as needed.
- Assists supervisor in preparation for annual financial audit and submittal of requested documents through online portal.
- Operates standard office equipment in the performance of job duties, i.e. fax machine, copier, personal computer, calculator, folding machine, postage machine, etc.
- Performs other duties as required.

Wages, Hours and Benefits:

Full Time Employment, 40 hours per week, Monday through Friday, 8:00 am to 5:00 pm.
 Insurance and retirement package available. Paid Holiday, Vacation, and Sick time off.
 Wage \$30.00 to \$42.00 per hour (per ORD2023-01).

Physical Requirements

Seeing and hearing: read documents, computer screen, answer phones, communicate in person	up to 75-100% per day
Standing and walking	up to 0-24% per day
Sitting	up to 50-74% per day
Climbing, stooping, squatting and kneeling	up to 0-24% per day
Dexterity: utilizing phone, typing, and writing	up to 75-100% per day
Lift in excess of 10 pounds	up to 0-24% per day

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. This job description may be changed or updated at any time without notice.