

JOB DESCRIPTION

Town of Huntland City Recorder

CLASSIFICATION TITLE:	City Recorder
DEPARTMENT:	Finance
REVISION DATE:	11/04/2025
REPORTS TO:	Mayor
EMPLOYMENT STATUS:	Full Time
FLSA STATUS:	Non-Exempt

JOB SUMMARY

The primary objective of the City Recorder is to record city business. The position will report directly to the mayor. They will be responsible for a broad range of administrative duties and work with all departments.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Keeps minutes and maintains records of the proceedings of the governing body and other meetings such as the beer board, etc. Serves as official custodian of City records.
- Responsible to prepare the agenda for the Board meetings in consultation with the Mayor, Board of Alderman, and department heads.
- Maintains/updates Employee Manual.
- Manages and retains all bids/bid documents.
- Gathers and distributes documentation and information as necessary.
- Responds to routine requests for information from officials, employees, members of the staff, the public or other individuals including but not limited to news media.
- Maintains a comprehensive, current knowledge and awareness of laws and regulations pertaining to the office of city recorder and the Board of Mayor and Alderman.
- Makes effective oral and written presentations to Board of Mayor and Alderman.
- Coordinates writing/maintenance of city resolutions and ordinances.
- Updates job knowledge through training opportunities.
- Assists in maintaining and updating the city website.
- Publishes required advertisements in the general paper of circulation.
- Serves as the Town's Open Records Coordinator and manages this policy as such for any changes/updates.
- Holds the City Seal and certifies documentation as needed.
- Assists with various state and federally funded grants and projects when needed and further maintains any required reporting for the grants.
- Maintains city contracts and/or agreements.
- Assists with annual audit of the town finances.
- Other duties as assigned as needed.
- Will serve as the Court Clerk and Property Tax Collector for the town and be responsible for collection and posting of payments.
- Will help as needed in the Water Department and be responsible for issuing licenses and permits.
- Will be responsible for Payroll and employee health insurance, issuing AP Vendor checks, making deposits, filing federal taxes, quarterly unemployment, etc.

QUALIFICATIONS

- Associates Degree preferred.
- 4 years of administrative experience with a government background preferred. Must be capable of obtaining and maintaining State Certification for Municipal Clerks and Records and Chief Municipal Finance Officer Certification within three years employment
- May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department.

SKILLS AND ABILITIES

- Understands internal control required by state law and assist department heads to develop, document, implement, and monitor the City's internal control system.
- Must have excellent verbal and written communication skills
- Knowledge and experience with Microsoft Office Suites.
- Ability to maintain a high level of accuracy
- Must have the ability to create and maintain well-written and understandable records.
- Excellent organizational skills
- Excellent inter-personal and customer service skills.
- Ability to work independently and with a group
- Knowledge/ability to learn QuickBooks software
- Extensive knowledge of the principles and practices of modern municipal accounting, budgeting, and finance, including capital budgeting, cost containment, investment management, cash control, intergovernmental cooperation, and the regulatory/legal environment of municipal organizations
- Ability to instill a sense of customer service and responsiveness throughout the Finance Department
- Must possess excellent analytical and problem-solving skills
- Extensive knowledge of modern management principles and practices

EQUIPMENT OPERATED

- Computer, printer, various office machines (phone, calculator, copier, etc.)
- Microsoft Office Suites
- Cell phone

WORKING CONDITIONS

- Working conditions are in an office environment
- Working environment is office setting with some lifting of office supplies weighing up to 20lbs

USUAL PHYSICAL DEMANDS

- Must be able to lift office supplies and materials
- Long hours of sitting with intermittent standing
- Using office equipment and computers

EMPLOYEE AWARENESS

- Implement and assure adherence to The Town of Huntland's policies and procedures regarding Equal Employment Opportunity.

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job, or to require that other, or different tasks be performed when circumstances change (i.e. emergencies, changes in personnel or workload, etc.).