

Village of Taos Ski Valley

Job Description

Job Title:	Deputy Village Clerk/Planning Assistant	Job Code:	111
Division:	Administration	Effective Date:	04/04
Department:	Administration	Last Revised:	07/08

GENERAL PURPOSE

Performs a variety of **full performance, complex clerical and general administrative duties** as needed to expedite various day-to-day functions of the village; including utility billing, accounting, accounts receivable, accounts payable, payroll processing, court clerking, Planning Department administrative duties, utility billing assistant, records custodian management, and customer service.

SUPERVISION RECEIVED

Works under the general supervision of the Village Clerk/Treasurer and Planning Officer.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS (Performs Some Or All Of The Following)

Website Development: Serves as village web master; utilizes design software to create and maintain web site to advertise and communicate village operations and services; converts various documents to HTML language and posts documents for public review and education; prepares and posts the results or minutes of public meetings for community education and awareness.

Human Resource Programs: Acts as Village employee benefits coordinator; establishes contacts with various benefit providers and vendors; solicits insurance quotes and manages competitive processes to secure best benefit opportunities for village employees; negotiates benefit costs, levels of coverage, etc.; oversees benefit administration, appraises and assists employees, processes claims; monitors claim status to facilitate speedy reply and assistance from providers and insurance companies; receives, processes and monitors worker's compensation claims; participates in safety evaluation and safety training.

Utility billing: Assist utility billing clerk as needed.

Accounts Payable: In the absence of the Village Clerk/Treasurer operates village accounts payable system; receives and processes invoices and claims for payment; assures proper coding for payment; enters invoice information. Prepares checks; gets proper signatures for check signing.

Payroll: In the absence of the Village Clerk/Treasurer performs the payroll processing and accounting; processes payroll time sheets; inputs and records employee work hours; prepares payroll; determines employee earnings, calculates employee withholding's (i.e. state taxes, federal taxes, social security, retirement and insurance); performs computer entries and operates computer programs to complete payroll process and prints payroll checks; performs on-line direct deposits and reimbursable checks; prepares various reports related to wages, retirement and benefits; processes employment tax check; processes garnishment check; assures proper withholding and payment of state and federal payroll taxes; assures all payroll actions are supported by proper documentation and authorization; monitors the creation of various payroll reports and reviews for quality and accuracy.

Deputy Clerk Duties: Attends Planning and Zoning Commission and Village Committee meetings, prepares agenda, minutes, and noticing of meetings within statutory time limits. Attends Village Council meetings as directed by Village Clerk/Treasurer. Is responsible for all Village public records and is custodian thereof.

Planning Department Duties: Attends and schedules all Planning and Zoning Commission meetings, prepares Commission meetings minutes and agenda. Is responsible for all public noticing and publishing of minutes per statutory requirements.. Is responsible for the creation and updating of Village Plat and Zoning maps with professional entities. Is responsible for the creation and updating of various planning and zoning applications, permits and checklists. Insures all Village Requests for Proposals (RFP) and Advertisement for Bids are published on Village web site. Is responsible for creation, development and updating of Planning Department maps, plats and records. Assists with scheduling and clerical needs of the Village's submission of the annual ICIP. General administrative assistance to the Planning Officer and Planning Department as needed.

General: Serves as Village commercial insurance coordinator, establishes contacts with various providers and vendors; solicits insurance quotes and manages competitive processes to secure best costs, levels of coverage, etc.; processes claims. Performs various clerical and general office maintenance duties; assists with record keeping, filing, typing, etc.; assists to greet the public and provide customer service; performs general research on accounts to resolve problems and discrepancies. Answers telephone and provides assistance to callers as requested; directs calls to other service providers or supervisors as needed.

Performs related duties as required

MINIMUM QUALIFICATIONS

1. Education and Experience:
 - A. Graduation from high school; plus, two (2) years of specialized training related to bookkeeping, accounting, finance, human resources or related field;
 - AND
 - B. Four (4) years of responsible experience related to above duties; preferably in governmental accounting;
 - OR
 - C. An equivalent combination of education or experience.

2. Knowledge, Skills, and Abilities:

Working knowledge of general office maintenance and practices; computer accounting applications and various financial, word processing, spreadsheet software programs; web development software and HTML language applications; operation of standard office equipment; HR benefit programs, insurance options and competitive processes for price determinations; mathematics and general statistics; municipal court functions and operations; interpersonal communication skills and telephone etiquette; public relations. **Some knowledge of** generally accepted government accounting principles practices and procedures (GAAFR, GAAP and GASB); debits and credits; internal control principles and methods of application; budgeting, accounting and related statistical procedures; various revenue sources available to local governments including state and federal sources.

Skill in establishing and maintaining effective working relationships with vendors, local officials, elected officials, co-workers, and village residents; the operation of PC Computer, calculator, fax machine, copy machine, telephone.

Ability to work under pressure and/or with frequent interruptions; meet deadlines; solve routine accounting problems and make standard adjustments; operate various types of standard office equipment such as typewriter, 10 key calculator, keyboard, etc.; operate personal computer (windows) in utilizing various programs to produce or compose formal documents, reports and records; communicate effectively verbally and in writing; develop effective working relationships with executive management, elected officials, supervisors, fellow employees, and the public.

3. Special Qualifications:

Must be bondable, must be eligible to serve as a notary public.

4. Work Environment:

Typical office setting with typical climate controls. Tasks require a variety of physical activities such as walking, standing, stooping, sitting, reaching, and occasionally involving muscular strain. Employee may be required to lift and/or move up to 10 pounds and must occasionally lift and/or move up to 50 pounds. Job functions normally require talking, hearing and seeing. Common eye, hand, finger dexterity required for most essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving.

The job description does not constitute an employment agreement between the Village and employee and is subject to change by the Village as the needs of the Village and requirements of the job change. Employee Signature: _____ Date: _____