



# Village of Taos Ski Valley

## Job Description

<b>Job Title:</b>	Village Clerk	<b>Job Code:</b>	110
<b>Division:</b>	Administration	<b>Effective Date:</b>	04/04
<b>Department:</b>	Executive	<b>Last Revised:</b>	01/16

### GENERAL PURPOSE

Performs a variety of **complex clerical and general administrative** duties related to coordinating and performing the day-to-day statutory functions of the Village Clerk, including meeting administration, utility billing, records keeping, and benefits coordination. Acts as Clerk to the Village Council, Village Planning & Zoning Commission (P&Z), and Village Tax Increment Development District (TIDD).

### SUPERVISION RECEIVED

Works under the general supervision of the Village Administrator.

### SUPERVISION EXERCISED

Provides close to general supervision to Deputy Village Clerk and Accounting Clerk.

### ESSENTIAL FUNCTIONS

**Statutory Administration:** Prepares and advertises meeting agendas for Village Council, P&Z, and TIDD; prepares public notices announcing various meetings, bids and other advertisements; prepares and distributes agendas, materials, minutes and records of meetings; prepares legal notices of public hearings and special meetings; attends regular and special Village council meetings; performs an accurate recording of the proceedings, ordinances and resolutions; prepares meeting minutes; oversees recording, indexing and filing for the public record including Council, P&Z, and TIDD; responsible for the preservation of ordinances and resolutions of the council and oversees the codification of ordinances into the Village code; performs certification and recording for the Village as required on legal documents and other records requiring such certification; seals and attests by signature to ordinances, resolutions, and contracts, easements, deeds, bonds or other documents requiring Village certification. Serves as a notary public; provides public records and information to citizens, civic groups, the media and other agencies as requested. Submits ordinances as required to the Magistrate Court.

**Utility Billing/ Water Consumption Reporting/ Water Rights Reporting:** Reviews, assesses and recommends updates to ordinances related to utility billing, collection, meter reading and customer service as needed; assumes responsibility for the performance and efficiency of the utility billing operations; applies understanding of billing system to run reports and provide information to customers; ensures all documentation is entered into customer accounts in an accurate and complete manner; processes and verifies non-payment turn-offs and lien placements; coordinates with staff to ensure prompt reconnections for accounts brought current. Receives work orders for new construction and meter changes; dispatches requests to appropriate department; completes electronic setup for new and replacement water meters; addresses meter reading inconsistencies and anomalies; communicates broken meter activity to the Public Works Department. Works with utility software vendor to upgrade systems and implement such new program changes as necessary, such as special charges, interest, liens, billing changes, etc.; ensures programs are accurate and processes payments and revenues appropriately; follows-up on program failures or errors for cause and for resolution. Oversees the preparation and distribution of customer utility bills.

Conducts special studies; compiles and prepares reports and spreadsheets; analyzes, reviews and reconciles utility transactions, documents, reports and written communication; participates in the analysis and determination of water/sewer rates; reviews historical patterns for use, determines peak usage and demand and assists in calculating rates, charges and fees needed to be assessed utility customers to cover budgeted costs of services and operations. Tracks water consumption, water losses, and water sales; computes and reports water consumption and related fee to the New Mexico Tax and Revenue Department; computes and reports diversion and consumption in acre-feet for three sets of Village water rights; files diversion and consumption activity on monthly water consumption reports to the New Mexico Office of the State Engineer.

**Accounts Receivable:** Oversees collection of lodger's tax, business registration fees, liquor license fees, building permit fees, water or sewer system development fees, and impact fees. Analyzes quarterly New Mexico Tax and Revenue Report 455 for business compliance with TIDD business location code; contacts businesses by mail and by phone to correct CRS reporting of GRT to the New Mexico Tax and Revenue Department.

**Elections:** Serves as the official election officer and registrar; administers all aspects of municipal and special elections; budgets, plans, schedules, advertises, coordinates and monitors regular and special village elections in compliance with state election code; selects polling places and judges; trains polling judges in duties and responsibilities; assures legality and accuracy of election process and results; directs the counting of election ballots; administers oath of office to public officials.

**Licensing:** Issues all business, animal, and liquor licenses; oversees Village-wide business registration operations in compliance with established ordinances; apprises the public of business licensing regulations, processes and procedures; identifies variations according to

business types and operations; instructs in the completion of application forms and assists with the same; prepares invoice for business licensing fees; assists in resolving conflicts and related enforcement issues.

**Records Management:** Serves as custodian of official Village records and public documents, performs statutory administrative and supervisory duties related to coordinating the maintenance of public records, documents, transactions and filings; catalogs and files all Village records; follows state guidelines for records retention related to personal, public and private documents; creates Village records destruction and retention schedules.

**Insurance & Retirement Coordinator:** 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 related to insurance coverage and pension plan, apprises 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; organizes safety evaluations and safety training. 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; maintains accurate and up-to-date insurance coverage listings for workers' compensation, liability, property, inland marine, and fire and EMS volunteers. Works with New Mexico PERA for employee retirement benefits along with coordination of the voluntary 457b plan. Coordinates visits from PERA, Nationwide representatives and AFLAC or other supplemental insurance providers.

**Website Development:** Serves as village web master; utilizes design software to create and maintain website 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, as well as posting items to the Village Facebook page.

**Customer Service:** Performs all administrative support and customer service functions; provides general office support related to telephones, computers, and other equipment as needed.

**General/Back-up Functions:** Acts as backup in the absence of the Finance Director to maintain and perform various computerized payroll functions; processes payroll time sheets; inputs and records employee work hours; prepares payroll; 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 reimbursement checks; processes employment tax check; assures proper withholding and payment of state and federal withholdings; assures all payroll actions are supported by proper documentation and authorization. In the absence of the Finance Director 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. Assists with general contract management and administration as needed; oversees the processing and preparation of contract documents; coordinates with the legal department as needed.

Performs related duties as required.

#### MINIMUM QUALIFICATIONS

1. Education and Experience:
  - A. Minimum Associates degree in Business Administration, but Bachelor's degree preferred, plus two (2) years of specialized training related to office management, bookkeeping, accounting, records management or a related field;
  - AND
  - B. Four (4) years of progressively responsible work experience related to various administrative and financial functions of municipal government;
  - OR
  - C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

**Considerable knowledge** general office maintenance and practices; computer accounting applications and various financial, word processing and spreadsheet software programs; operation of standard office equipment; mathematics; interpersonal communication skills and telephone etiquette; public relations; letter writing; benefit, retirement, and compensation laws and guidelines; departmental operations including applicable laws and regulations; basic computer operation. **Some knowledge of** accounting principles and practices; department operations including applicable laws and regulations; internal control principles and methods of application.

**Considerable skill** in the art of diplomacy and cooperative problem solving; leadership and organizational behavior management; establishing and maintaining effective working relationships with State, Federal, and other local officials, elected officials, subordinate staff, and Village residents. Skill in the operation of PC Computer and standard office equipment.

**Ability to** analyze a variety of routine financial problems and make recommendations; analyze complex accounting problems and make standard adjustments; prepare and analyze complex financial reports; operate various types of standard office equipment; operate personal computer (windows) in utilizing various programs to produce or compose formal documents, reports and records; communicate effectively, verbally and in writing; prepare and analyze comprehensive reports; maintain quality work production while dealing with deadline pressures imposed from within and without the organization; make basic decisions where established procedures do not always apply; perform complex mathematical computations; operate personal computer and apply various program applications related to word processing, spread sheets and desktop publishing; develop effective working relationships with supervisor, fellow employees, and the public.

3. Special Qualifications: Must be bondable; must be eligible to serve as a notary public. Must be willing to attend training to achieve Certified Municipal Clerk status.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. May be required to lift and/or move up to 10 pounds and must occasionally lift and/or move up to 50 pounds. Common eye, hand, finger dexterity required to perform essential job functions but may be accommodated. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Periodic travel required in normal course of job performance.

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**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_

Employee