

City of Valley Falls City Clerk Position Description

Position Title - City Clerk

Department -Administration

Reports To - City Administrator

FLSA Status - Non-Exempt

Employment Type - Full-Time

Position Summary

The City Clerk serves as the official records custodian for the City of Valley Falls and provides professional administrative, financial, and customer service support to the City Administrator, Mayor, City Council, municipal departments, residents, businesses, and partner agencies. The position is responsible for maintaining official city records, coordinating City Council and Municipal Court documentation, administering utility billing and collections, processing payroll and financial transactions, supporting budget preparation, and ensuring compliance with applicable federal, state, and local laws.

Essential Duties and Responsibilities

Administrative and Customer Service

- Provides professional customer service to residents, businesses, visitors, elected officials, and staff.
- Responds to inquiries and directs requests to appropriate departments.
- Processes payments and manages correspondence.

Records Management and Clerk Functions

- Serves as official custodian of city records and documents.
- Maintains records retention practices and processes public records requests.
- Maintains the City Seal and certifies official documents.

City Council Support

- Prepares agendas and meeting materials.
- Attends meetings and prepares official minutes.
- Tracks and follows up on Council actions.

Financial Administration

- Processes payroll and related reporting.
- Maintains accounts payable and receivable.
- Assists with budget preparation and financial reporting.
- Reconciles financial records and bank accounts.

Utility Billing Administration

- Administers utility billing, collections, and customer account maintenance.

Municipal Court Support

- Maintains court records and processes citations, fines, and fees.

Compliance and Organizational Support

- Ensures compliance with applicable laws and policies.
- Participates in training and professional development.

Required Qualifications

High school diploma or equivalent required. Associate degree in Public Administration, Business Administration, Accounting, Finance, or related field preferred.

Valid driver's license required. Must be bondable and successfully complete applicable background checks.

Kansas Municipal Clerk certification preferred or ability to obtain within five years. Kansas Notary Public commission required within six months of employment.

Knowledge, Skills, and Abilities

Knowledge of municipal government operations, records management, accounting principles, payroll processing, utility billing, and Microsoft Office applications. Strong communication, organization, customer service, and problem-solving skills required.

Physical Requirements

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

Equal Employment Opportunity

The City of Valley Falls is an Equal Opportunity Employer.