



Job Description Summary of Proposed Changes:

Enclosed are copies of existing job descriptions of the positions of Finance Director, Deputy Clerk, and City Administrator. In addition, we have included copies of the proposed job description for Finance Director and the revised title for Deputy Clerk to City Clerk/Accountant and a copy of Ordinance 20 is also included as well. Below is a summary of what is being proposed and what staff would like to discuss with the City Council. The proposed changes clearly represent what each position does and defines the roles and responsibilities of each.

Finance Director: Updates the job position as the position previously was more directly related to the current Finance Director's experience and included IT items that are not a likely qualification of a new finance director. These duties have been provided by SHIFT Technologies and staff management of this has been mostly handled by the current Deputy Clerk. In addition, language has been added to have some direct supervision over the accounting responsibilities of the proposed City Clerk/Accountant. This will provide this position with the ability to have the oversight needed of all the accounting functions. In addition, the Finance Director also really serves as the role of Treasurer for the City and this was specifically added to the job description as well. Currently, this is listed in Ordinance 20 under the City Administrator-Clerk-Treasurer position. The reality, however, is the Finance Director does this function and has since the creation of the Finance Director position. In discussing this with Brandon Fitzsimmons, our personnel attorney, he recommended that the role of Treasurer be specifically added to the job description performing the functions and then recommended City amending Ordinance #20 removing this from the function of the City Administrator, which in turn would remove the treasurer from the title as well. Copies of the existing job description and the proposed are included for your review.

Deputy Clerk-recommended City Clerk/Accountant: With the addition of the AP/AR Licensing Clerk, some of the duties listed in this job description related to AP/AR have been transferred to the new position. In addition, some of the clerical functions of this position including minutes, Ordinances and Resolutions have also been transferred to the Administrative Building & Planning Associate. This provides some opportunities for this position to really do the City Clerk functions that include records retention management, fee schedule, contract management, insurance management and documentation. This person is also the keeper of all files and documents for the City as well. In addition, there are some additional accounting functions that have been added that will provide us with some additional separation of duties and give the new Finance Director position with some assistance. Duties that have been added include preparation of annual audit, budget worksheets and schedules, and TIF worksheets and reporting. Other accounting duties included in the job description that will continue are



reconciliation of receivable and payable ledgers, month end general ledger processing, month end bank reconciliation, and monitoring ACH banking activity. The position title is recommended to be changed as this position does the functions of a city clerk and accountant. Like the Finance Director position, the functions of the city clerk have been done by this position but are also included in Ordinance #20. The other duty done by this position that is listed in the Ordinance relates to the fee schedule and tracking of project costs charging to the correct accounts. This is something that has always been done by this position and should be reflected in the job description. In discussing this with Brandon Fitzsimmons, our personnel attorney, he recommended that the role of City Clerk be specifically added to the job description performing the functions and then recommended City amending Ordinance #20 removing this from the function of the City Administrator, which in turn would remove the city clerk from the title as well.

Additional Attachments included: Included is a copy of Ordinance #20 and the job description for the City Administrator position. We are not recommending any changes to the job description for this position at this time but just wanted to include this when considering these proposed changes as a reference.

Updates to Other Job Descriptions: We did take the opportunity to review all the job descriptions within each department during this process. There are other changes proposed to job descriptions that will be coming forward for your review and consideration. These changes are more minor. The recommendation from Baker Tilly, who completed the Compensation Plan, was to bring them forward all at once for approval. Prior to doing this, staff felt these positions needed a little more discussion given they affect an Ordinance amendment as well. We will then bring the other changes forward and include them with these proposed changes at the same time for consideration and approval.