



**City of Montague**  
230 South 13<sup>th</sup> Street, Montague, CA 96064  
Mailing Address: P.O. Box 428, Montague, CA 96064  
Phone: 530-459-3030  
Fax: 530-459-3523  
Email: [clerk@cityofmontagueca.com](mailto:clerk@cityofmontagueca.com)

## **JOB ANNOUNCEMENT**

### **CITY CLERK**

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**DEADLINE: SEPTEMBER 9, 2021, AT 4:00 PM**

**SCHEDULE: FULL-TIME**

**HOURLY WAGE: \$23.55/hr. DOE**

#### **POSITION:**

The clerk plays a multi-faceted roll that is also one of the most highly visible in the city/district/county. City Council members, Fire District Board members, the public, and city staff turn to the Clerk as resource for information and assistance. The Clerk must ensure the city and district are in compliance with extensive legal requirements, handle contentious situations, respond to the needs of the city, district, county and the public, document activities and decisions and meet multiple deadlines. A self-directed problem-solver with high standards for quality and an enthusiastic commitment to public service

Under the direction of the City Council, to plan, supervise and make City income and expenditure accounting and financial record keeping; to make revenue and expenditure estimates, preparation and oversight of the annual city budget; to audit City expenditures and warrants to obtain budget control; to prepare reports of city financial condition; and to do related work as required. Supervise and participate in the maintenance of official City documents and records; and to do related work as required.

#### **QUALIFICATIONS:**

High school diploma or equivalent, five years of increasingly responsible administrative, accounting, records and office management experience. Four years of increasingly responsible secretarial experience involving frequent contact with the public; familiar with governmental accounting.

#### **KNOWLEDGE:**

Accounting principles, practices, and methods; governmental accounting principles, modern office procedures, practices and equipment. Working knowledge of: applicable laws and regulations, including the Political Reform Act, Brown Act, Public Records Act and elections laws; Fair Political Practices Commission reporting requirements; principles and practices related to the City Clerk function; principles of supervision, training and performance evaluation; principles and practices related to records management; advanced recordkeeping procedures; English usage, spelling, grammar, and punctuation; basic math skills, standard office equipment and computer operation; and effective public relations skills. Plan and supervise the maintenance of complete City financial records analyze and interpret fiscal and accounting records and data.

#### **DUTIES:**

Supervises the maintenance of City financial records including income and expenditure, departmental budget, and special assessment records; supervises the collection of utility charges, license fees, and other revenues; the preparation of payroll, related reports and the preparation of warrants for payment; reconciles various revenue and expenditures, and current city financial position; audits department expenditures to insure they are within budget appropriation; audits and approves payments of bills and warrants; complies income and expenditure estimates and prepares the annual budget; prepares a variety of financial and statistical reports



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such as the State Controller's Street Report showing expenditures for street maintenance and construction projects, contract administration, grant management, risk management; resolves complaints from the public concerning the finance department operations and performs planning/building duties as required, completing various confidential personnel and human resources functions, public information, and general administrative assignments.

As secretary to the Mayor and City Council, receives and responds to correspondence regarding council meetings; prepares agendas, legislative actions and proceedings and supporting documents and materials assuring compliance with open meetings and Fair Political Practices laws and procedures, coordinating municipal election functions, prepares chambers; records and drafts the minutes; prepares, processes, records, files, post and/or publishes ordinance and resolutions; maintains city code book; advertises public hearings, notices, employment opportunities, contract bids and the maintenance of said records and documents; receives and responds to citizen complaints, inquiries and requests; maintains custody of City seal; executed, attests or certifies to official documents. Additionally, performs duties as required by pertinent City ordinances and government codes. The City Clerk may be required to give a staff report once a month at the City Council meeting.

The City Clerk is responsible for supervising the clerical staff and prioritizing direction of workload for proper management of City Clerk's office.

The City Clerk is responsible for bank deposits, bank reconciliations, transfers, and inventories for City Clerk's office.

Please submit application and resume to City Hall.  
Provide proof of insurance for the minimum required limits.

EOE

**Please contact City Hall office @ 530-459-3030.**