

**CITY OF RICHMOND
POSITION DESCRIPTION**

Position Title: Treasurer/Administrator

Department: Administration

Report's To: City Council

Date: August2023

POSITION PURPOSE:

Provides overall planning, direction, coordination, administration, and operation to ensure quality municipal services are provided to the citizens of the City of Richmond consistent with the goals, objectives and policies approved by the City Council to execute the City of Richmond's governmental functions, maintain the fiscal records and system of the City of Richmond, and related work as apparent or assigned. Provides supervision of all city employees and activities.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required for the position. Reasonable accommodations may be made to enable individuals with disability to perform the essential functions.

Treasurer Duties

- Provide Management of the City's accounting and finance System.
- Reviews and authorizes large capital expenditures within established financial policies.
- Performs and oversees accounts receivable including, but not limited to, utility billing, general invoicing, mutual aid, collections and certification of uncollectible delinquencies.
- Performs and oversees accounts payable including vendor records and tax reporting.
- Performs and oversees payroll including accounting for taxes, benefits, and filing required reports.
- Performs general ledger maintenance, account reconciliation and fund reconciliation.
- Performs certification, accounting and reconciliation for tax receipts and special assessments.
- Performs financial management and budgeting. Prepares and recommends annual budget with department directors and executes compliance tracking throughout the year.
- Creates and maintains investments and assets.
- Performs as the loss control official. Implements internal controls and audit procedures.
- Performs analysis of liability risks and ensures compliance with regulation over insurance coverage.
- Researches alternative funding sources for City projects, including grants.
- Coordinates with outside consultants, such as financial advisors, grant writers, etc.
- Provides financial and budgetary assistance to city boards and commissions.
- Review of all invoices and purchase orders.

Administration Duties

- Directs the administration of the City of Richmond as provided by Council action, State and Federal statutes, as well as local ordinances and any other restrictions and/or regulations applicable to the City of Richmond.
- Provides the hands on, day-to-day oversight and supervision of all of the activities of the various City departments and staff, and communicates all directives from the City Council to the various department heads and City staff.
- Monitors the performance and discharge of the duties imposed by Council action
- Researches, reviews and prepares ordinances, resolutions and other City policies for consideration by the City Council.
- Responsible for the implementation and enforcement of all ordinances and resolutions passed by the City Council.
- Serves as the Executive Director of the Planning Commission.
- Provides staff support for all city boards and commissions (agenda, information packets, coordination of contract staff, etc.)
- Works with consultant staff such as the City Attorney, City Engineer, etc. to provide efficient, cooperative, and informative decisions relating to the City of Richmond.
- Makes recommendations to the City Council relating to employment of City staff, wages, benefit programs, hours, and employee issues.
- Maintains an orderly and functional city office and prepares, recommends and implements office policies and procedures.
- Provides for maintenance of all personnel records.
- Conducts performance appraisals for all city employees as set forth in the Personnel Policies.
- Provides recommendations for capital improvement planning

- Performs as the Custodian of the City's seal and records.
- Serves as an official signatory for the City and executes official documents, as well as certifies, signs, and properly files all legal papers.
- Oversees and supervises the conduct of local elections in accordance with the prescribed laws and regulations of the State of Minnesota and the Federal government.
- Posts and publishes all notices, ordinances and proceedings of the City Council in accordance with state statute.
- Takes meeting minutes and keeps a Minutes Book noting all proceedings of the City Council.
- Maintains an Ordinance and Resolution Book to record in detail all resolutions passed by the City Council.
- Maintains and enforces all contracts approved by the City Council.
- Serves as a lobbyist for the City of Richmond to federal, state, county, regional and local & appointed officials. Serves as a liaison between the City and other governmental entities and organizations.

- Attends and participates in all Council meetings
- Attends meetings of the Economic Development Authority (EDA), Planning Commission, Fire Relief, Rocori Trail and other meetings held for the benefit of the City of Richmond.

- Acts as Public Information Officer for the City of Richmond and provides public records and information to citizens, civic groups, and other agencies as requested.
- Provides information and input regarding the recommendation of policies and procedures

that will further the goals of the City Council and that will improve the day to day administration of the City of Richmond as well as improve the effectiveness of the City government

- Prepares reports, summaries, documentation, and/or other data regarding municipal projects, improvements, planning concerns and issues, and other matters relating to local improvements and City projects as may be required for the Council to study and take further action.
- Provides oversight of the City's information technology systems, website and assets.

Education • Bachelor's Degree in finance, accounting, public administration, community development, business, or a related field.

Experience Required:

- Minimum of five years public sector administrative experience if no Bachelor's degree; four years of public sector professional experience if in combination with a Bachelor's degree; two years of public sector professional experience if in combination with a Masters degree.

Other Knowledge, Skills, Abilities:

- Broad knowledge of the functions, procedures, organization and governing laws and regulations governing municipalities and general information of federal, state and county programs affecting the City of Richmond.
- Broad experience in program management, budget management, and personnel management.
- Skilled in the preparation of reports, documents, agendas, packets, meeting minutes, ordinances, resolutions, policies, procedure manuals and budgets.
- Strong knowledge of supervisory and management practices and techniques.
- Excellent ability to communicate effectively, both verbally and in writing
- Thorough knowledge of modern principles and practices of public management and administration.
- Thorough knowledge of data privacy and open meeting law requirements.
- Thorough knowledge of election law, practices and procedures.
- Thorough knowledge of City operations, policies and ordinances.
- Thorough knowledge of accounting and financial practices.
- General knowledge of human resources principles and benefits administration.
- Ability to develop and initiate plans and procedures.
- Ability to organize and direct large and varied programs and departments of the City.
- Ability to establish effective working relationships with elected officials, municipal staff, and city residents and handle a variety of customer service situations.
- Ability to learn and understand/apply state and federal laws, and policies, financial policies, procedures and directives and to apply them fairly, equitably and without bias.
- Ability to research and analyze data, determine alternatives and make recommendations and prepare accurate and thorough reports and maintain records.

- Ability to work independently and plan, organize and prioritize projects.
- Ability to recommend policies and procedures and develop short and long-term goals and objectives for the City of Richmond.
- Must possess a high level of professional ethics and have the ability to promote an ethical work place and ensure all policies and protocols are followed by city staff.
- Ability to analyze situations and determine appropriate action, and to respond appropriately
- Ability to attend training and professional meetings to maintain and enhance current knowledge base.
- Availability to attend all city council meetings and provide written and verbal reports on City activities.
- Ability to occasionally exert up to 25 pounds of force.
- Occasionally requires standing, walking, climbing, or balancing, stopping, kneeling, crouching, pushing or pulling.
- Work has standard vision requirements.
- Oral communication is required for expressing or exchanging ideas by means of spoken word and conveying detailed or important instruction to other accurately.
- Hearing is required to perceive information at normal spoken work levels and to receive detailed information through oral communications.

**Machines,
Tools,
Equipment,
Electronic
Devices,
Software
Required:**

- Office equipment including computer, laser and inkjet printers, copy machine / scanner, fax machine, wired and wireless network equipment, postage machine.
- Use of web-based software such as remote email clients; and Banyon Data Systems Software, standard office software suite programs such as Word, Excel, Outlook, PowerPoint, Publisher and Access; Adobe Acrobat and Acrobat Reader; and Web clients such as Internet Explorer or Firefox.

This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by Council. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.