

City Clerk/Treasurer

Reports to: Mayor & City Council, City of Albion, Idaho

Date: Septmeber 2026

FLSA Status: Non-Exempt

Salary Range \$16.00 - \$22.00/hr DOQ

JOB DESCRIPTION

Summary/Objective

Serves under the immediate direction of the Mayor. To provide a variety of routine to difficult office support to the Mayor and the City Council.

This is a Statutory City Official Position. This position is appointed by the Mayor and confirmed by the City Council and serves at the will of the Mayor and City Council. See Idaho Code 50-204 to 50-207.

Essential Functions:

- Custodian of public records.
- Prepare agendas and type minutes for council meetings.
- Manage office staff.
- Manages all Clerk's Office accounting procedures. Functions include A/R, A/P, Payroll, Local Improvement Districts, Utility Billing, Bank Statement balancing, and all deposits from all City Departments.
- Manage disputes with utility customers.
- File, publish, and record ordinances.
- File Resolutions.
- Answer public records requests.
- Maintain filing system for legal documents.
- Prepare quarterly reports and publish in paper.
- Issuance of beer, liquor, wine, catering permits and business licenses.
- Animal Licensing and Park Reservations.
- Issue oaths of office to new Council members and Mayor.
- Balance bank statements daily, make journal entries.
- Monitor and balance petty cash.
- Balance all sub-accounts to the general ledger, utility clearing, accounts receivable and account payable clearing accounts.
- Report unclaimed property.
- Prepare annual Census survey.
- Prepare road and bridge report.
- Report to Legislative Services.
- Update Dunns - Sam – System for award management.
- Customer Service – In person and by phone.
- Customer Service – Be familiar with all City policies to answer customer questions and concerns.
- Sign customers up for new City services.
- Process combined deposits for the bank.

Competencies:

1. Strategic Thinking
2. Communication Proficiency. (Written and Verbal)
3. Organizational skills.
4. Become proficient with Software used in the City Office.
5. Ability to work in a fast-paced office.
6. Leadership Skills
7. Performance Management
8. Decision Making
9. Financial Management
10. Customer/Client Focus

Supervisory Responsibility

This role manages and supervises the employees of the Clerk's office and is responsible for the overall direction, coordination and evaluation of these units. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; rewarding and disciplining employees; and addressing complaints and resolving problems.

Work Environment

While performing the duties of this job, the employee will be continually moving from a sitting position to standing, walking, bending and stooping. Must be able to maintain professional demeanor when dealing with hostile people.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to move from a sitting position, standing and walking to wait on customers. The employee must also stoop bend and reach. The employee will periodically lift or move copy paper boxes or file boxes.

Position Type/ Expect Hours of Work

This is a full-time exempt position. Many nighttime City Council and other possible meetings. Normal days and hours of work are Monday through Thursday, 9:00 AM to 7:00 PM.

Travel

Some out-of-area and overnight travel may be expected for training purposes.

Required Education and Experience

Bachelor's degree or four years of training and knowledge of accounting practices and knowledge of governmental accounting, or equivalent experience.

Preferred Education and Experience

Bachelor's Degree in accounting. Six years of in-depth experience in all aspects of general ledger, accounts payable, accounts receivable, payroll etc. Association of Idaho Cities and Mountain West Training to become certified as a City Clerk.

Additional Eligibility Qualifications

Office practices and procedures, including filing and operation of the 10 key adding machine, computer entry, word processing, phones, fax and copy machines. Correct English usage, including spelling, grammar and punctuation. Able to meet special requirements for confidentiality.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signatures

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

I understand and can perform the essential job functions of this job with or without reasonable accommodations.

☐ Yes ☐ No