

City of Whitewater

201 S. Elm Street
P.O. Box 149
Whitewater, KS 67154
316-799-2445



City of Whitewater Job Description

City Clerk

Position Overview

The City Clerk is appointed by the Mayor with the consent of the Council. Under the supervision of the Mayor, the City Clerk is responsible for administrative and financial duties of the city. The City Clerk will work with and supervise all city employees.

Maintain the day-to-day financials, including deposits. Assist with the budget preparation, tax submissions, audits. Maintain personnel records as well as monitor payroll hours, payroll submissions and records. Works with Butler County for all records and permits as well as court issues.

Is the producer of the Whitewater Community Newsletter and the updates and function of the City Website. Keeper of all documentation, correspondence, files, publications, city codes, ordinances and more. Excellent public relations skills and communication skills are required.

The city clerk will attend all meetings to keep the minutes, prepare agendas, record official transactions and proceedings. Fulfills publication requirements for ordinances, and ensures compliance with the Kansas Open Meeting Act.

Maintains and schedules office meetings, appointments, cemetery plot selling and mapping. Is the keeper of the city brand and will officially seal documents with said branding.

REQUIREMENTS:

Experience

- Quickbooks
- Office & Publication software
- Clerical Work
- Administrative Duties
- Financial Income & Deposits
- Grant Writing

Education/Licenses

- High School Graduate
- Preferred Experience
Equivalent/Bachelors Degree
- Valid/Current Divers License

Technical Skills

- Record Keeping
- Scan & File Maintenance
- Payroll
- Ability to use computers
- Ability to talk on phones
- Organization

Decision Making

- Daily Scheduling
- Citizen questions and issues
- Ability to Self-Motivate

Accountability

- Accountable for All Revenues & Deposits
- Compliance with KOMA
- Open Records Act and the Freedom of Information Officer

Physical

- Basic Office Activities