

JOB DESCRIPTION

JOB TITLE:	Administrative/Utility Billing Technician		
DEPARTMENT:	City Hall	LEVEL:	3
REPORTS TO:	Assistant Administrator		
SUPERVISES:	Full-Time		
FLSA STATUS:	Non-Exempt	EFFECTIVE DATE:	

POSITION SUMMARY

The Administrative/Utility Billing Technician performs technical (document preparation and review) and clerical (accounting/bookkeeping) support to administration and other city departments within the administrative department of the City. Assists the Assistant Administrator as requested.

ESSENTIAL FUNCTIONS: *The essential functions of the position include, but are not limited to, the following major duties performed. Duties are listed from most to least important.*

- Performs utility billing.
- Assists in the administration of licensing activities for the city in accordance with local ordinances and state statutes.
- Provides assistance to Planning/Zoning/Building Departments.
- Assists in the preparation of meeting agendas, minutes, ordinances, and public notices.
- Assists in maintaining cemetery records; Provides customer service for purchase of plots and burials.
- Assists in the administration of elections: including attending training, hiring and training of election judges, polling site preparation, serving as a judge as needed, and required reporting.
- Provides customer service as needed.
- Provides administrative support to other departments as needed.
- Attendance at off-site courses/training/seminars as may be required.
- Performs other such duties and functions which are necessary and/or incidental to the proper performance of this position.

MINIMUM REQUIREMENTS: *To perform this position successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the formal education, experience and training required.*

Education and Experience

- High School Diploma or GED
- Two-year degree in accounting or related field highly desirable.
- Experience in technical (document preparation), clerical (accounting/bookkeeping).

Training, Certificates, and Licenses

- Municipal Clerk certificate a plus.

KNOWLEDGE, SKILLS, and ABILITIES

- Knowledge of internal control procedures and management information systems
- Working knowledge of office automation and computerized financial applications

- Knowledge of accounting principals
- Skill in operating the listed tools and equipment: Personal computer, including spreadsheet and word processing software; central computer system and financial software applications; telephone; 10-key calculator; copy and fax machines
- Ability to maintain efficient and effective financial systems
- Ability to prepare documents
- Ability to maintain accurate records
- Ability to establish and maintain effective working relationships with supervisor, other personnel, and the general public
- Ability to communicate effectively, orally and in writing

PHYSICAL REQUIREMENTS and WORKING CONDITIONS

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. The work environment described here is representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This work requires exertion of up to 10 pounds of force and occasional exertion of up to 25 pounds of force; work regularly requires sitting and speaking or hearing, frequently requires standing, using hands to finger, handle or feel, reaching with hands and arms and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling and pushing or pulling; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions.

NOTICE

The above statements are intended to describe the general nature and level of work being performed by individuals employed in this job. The role of municipal employees is to provide quick and efficient service wherever and whenever it is required, regardless of the task. Therefore, this job description is not intended to be an all-inclusive list of duties but rather a sampling of some of the more on-going work which can be expected by this job classification. The job description does not constitute an employment agreement between the employer and employee. The employer may, and reserves the right, to change the job description and establish, modify or eliminate job duties, responsibilities, and jobs at its discretion with or without notice.

REVIEW/APPROVALS

I acknowledge reviewing this job description.

Employee

Date

I acknowledge reviewing and approving this job description.

Assistant City Administrator

Date