

CLERK-TREASURER/ADMINISTRATOR Tompkins County

Classification: Competitive

Labor Grade: 0

Approved: 1/03

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited or New York State registered four-year college or university with bachelor's degree in Public or Business Administration or a related field **AND** five years of full-time paid (or the equivalent part-time and/or volunteer) experience in an office management or senior level clerical position in a local government; **OR**

Graduation from a regionally accredited or New York State registered two-year college with an Associates degree in Public or Business Administration or a related field **AND** seven years of full-time paid (or the equivalent part-time and/or volunteer) experience in an office management or senior level clerical position in a local government; **OR**

Graduation from high school or possession of a high school equivalency diploma and ten years of full-time paid (or the equivalent part-time and/or volunteer) experience in an office management or senior level clerical position in a local government; **OR**

Any combination of training and experience equal to or greater than that described in (a) and (b) and (c) above.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

This is an administrative position involving independent responsibility for the supervision and coordination of the fiscal and operating functions of a Village. The incumbent is responsible for all duties consistent with section 4-402 (Village Clerk) and 4-408 (Village Treasurer) of Village Law and will oversee the day-to-day operation, office management and supervision of clerical staff. The position is responsible for problem resolution, program planning, budget formulation, fiscal management, and statistical record keeping/management. The work is performed under the administrative direction of the Village Board in accordance with the laws of the State and the policies and objectives outlined by the Board. Considerable leeway is allowed for the exercise of independent judgement. The Clerk – Treasurer/Administrator will supervise all office staff as appropriate. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

Serves as chief fiscal officer of the municipality and shall be responsible for all accounting and bookkeeping functions of the municipality and any interpretation and analysis thereof;

Shall be responsible of the minutes of the meetings of the Board of Trustees and the meetings of all committees and commissions of the Village, and shall see that such minutes are prepared correctly within established time frames;

Prepares the annual Village budget as shall be designated as budget officer;

Formulates policies and procedures for the fiscal and general administration of the Village under the administrative direction of the Village Board;

Serves as Records Access Officer & Records Management Officer, and develops procedures in relation to filing system of the Village Office and monitors the retention and disposition of records;

Shall prepare and file annual financial statements as required by various State and Federal agencies;

Insures that all inquiries by residents of the Village or other interested persons are referred to the appropriate village official or department head for investigation and/or response;

Develop, administer and assess policies related to budget, program, personnel, and agency procedures;

Controls expenditures within amounts appropriated in the budget;

Performs budget studies, assists in the preparation of the total budget and prepares material needed for board resolutions and budget adjustments;

Attends meetings of the Board of Trustees and makes recommendation as to measures or programs which will improve the efficiency or economy of village government;

Supervises program components including liaison activities with departments and agencies, providing information to the general public, and interacting directly taxpayers and utility customers;

Monitors the purchase of services, materials and equipment for which funds are provided in the budget;

Researches and applies for (or recommends a consultant to research and apply for) all available state and federal funding, prepares funding proposals or state aid budgets and reimbursements reports;

Prepares a variety of accounting, statistical, and narrative reports as required;

Serves as support staff to committees, commissions, and councils associated with the Village;

Interviews and makes recommendations for hiring, training, supervision, and performance evaluations of all office staff;

Shall serve as the administrator of payroll and employee benefits for the Village and filing of any required Reports thereof;

Serves as liaison with the county Personnel department regarding personnel transactions;

Serves as Village Election Officer;

Issues permits and licenses as appropriate under the Code of the Village;

May administer oath of office to village officers;

Performs all related work necessary for the efficient execution of the administrative functions of the Village.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Through knowledge of accounting procedures and uniform system of accounts for municipalities in New York State and municipal electric utilities;

Thorough knowledge of the organization, functions, laws, policies, rules and regulations of the Village to which appointed;

Thorough knowledge of current principles and practices of business administration of various agency programs;

Thorough knowledge of business arithmetic and English;

Thorough knowledge of office terminology, procedures and equipment;

Ability to handle routine administrative details independently, including the composition of letters and memoranda;

Ability to establish and maintain cooperative working relations with the public and other governmental and private agencies;

Ability to understand and carry out complex oral and written instructions;

Ability to plan, assign and review the work of others;

Ability to perform close detailed work involving considerable visual effort and strain;

Good judgement in solving complex clerical and administrative problems;

Resourcefulness in handling administrative problems;

The employee's physical condition shall be commensurate with the demands of the position.

Created 1/2003

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