

**JOB DESCRIPTION: CLERK-TREASURER
CITY OF GILBERT**

DATE

May 1, 2026

JOB TITLE

Clerk-Treasurer

DEPARTMENT

Administration

DESCRIPTION OF WORK

General Statement of Duties:

The City Clerk is responsible to the City Council for the administration of the City's affairs. This position will perform administrative work conducting the daily business activities of the city including financial management and statutory clerk functions. Prepares budgets and implements city policies. Keeps records of all council proceedings, handles correspondence on behalf of the city, prepares agendas and executes any assignments given by the council. Has official responsibility for accounting for all receipts and disbursements in regard to city funds. Prepares a variety of financial records. Is responsible for payroll and investments. Works with all department heads of the city.

Supervision Received:

Works under the general supervision of the Mayor and City Council.

Compensation:

The position is a salaried position with a pay range of \$90,000 to \$110,000 negotiated based on qualifications, plus City of Gilbert benefits package.

TO APPLY:

Send resume and relevant work experience to the City of Gilbert, c/o Michelle Johnson, 16 S Broadway St. PO Box 548, Gilbert, MN 55741 or by email at jobs@gilbertmn.org by June 25, 2026.

TYPICAL DUTIES PERFORMED

The listed examples may not include all duties performed by the person in this position. Duties may vary from time to time and are at the discretion of the Mayor or City Council. All requirements are subject to possible modification to reasonably accommodate an individual with a disability.

RECEPTION AND CUSTOMER SERVICE: PROVIDES CUSTOMER SERVICE EFFECTIVELY AND EFFICIENTLY TO CITIZENS OF GILBERT AND OTHER CONSTITUENTS.

1. Enforces the charter and the laws, ordinances and resolutions of the City.
2. Serves as the City's Data Practices Officers and maintains the corporate seal of the City, papers and records.
3. Administers oaths and affirmations and takes acknowledgements on behalf of the City.
4. Performs all duties as prescribed by the Charter, state statute or the Council.
5. Notifies the general public of any and all pertinent information as required by law and statute via the means laid out in the City's Charter, including all publication requirements. Maintains the public trust by keeping confidential information as appropriate.
6. Receives requests, complaints and information from the public and transmits to staff and/or council to process as needed. Handles when required.
7. Coordinates the information flow between the Council and City Staff and assists city departments and council members as needed.

ACCOUNTING/FINANCE; PROCESSES BILLS FOR PAYMENT AND MAINTAINS FINANCIAL RECORDS

1. Maintains the financial affairs and accounts of the City.
 - a. Reports monthly to the City Council details of all funds, monies received and monies paid out.
 - b. Keeps the Council advised on the financial condition and needs of the City.
 - c. Prepare and recommend the annual budget and capital programs.
 - d. Performs annual audit and makes a complete report on the finances and the administrative duties of the City by May 1 annually.
 - e. Manages the investments of the city funds and provides current status, activity and performance reports to the council. Invests funds in accordance with sound financial practice.
 - f. Complies with Truth in Taxation and all reporting requirements. Moves funds as directed by the council.
 - g. Prepares utility billings
2. Assists the Deputy Clerk with the monitoring of cash flow to ensure sufficient funds are available.
 - a. Tracks assessments paid and verifies and coordinates record keeping with the county. Reports unpaid and pending assessments and unpaid water/sewer bills in assessment searches.
 - b. Prepares accounts payable and receivable transactions for posting, verifies account information, provides accounts payable list for council approval, generates checks for bill payments and signs checks.
3. Processes payroll deductions, payroll reports and records, processes claims and warrants for all funds.
4. Reconciles city checking account and makes deposits to the bank. Deposits and transfers money between accounts. Maintains updated information in all accounts and ensures all accounts are balanced.
5. Maintains record of pledged collateral by Official Depositories to meet Statute requirements. Contacts depository as necessary to adjust amount.
6. Works with Bond Consul and provides information necessary for bond issues.
7. Responsible for certifying assessments, special charges, and tax levies to the County Auditor.

ADMINISTRATIVE DUTIES

1. Ensures annual performance reviews are undertaken by all employees.
2. Performs the duties of the municipal clerk and municipal treasurer as broadly stipulated in the City Charter and by **MN** statutes.
3. Attends regular and special Council meetings and records council actions.
4. Conducts the necessary research and provides support materials to aid council in making informed decisions. Carries out assignments or directives of the Council.
5. Oversees and processes applications for cigarette and liquor licenses and various permits.
6. Assists in researching grants and completing grant and loan applications, administers grant money that is received and prepares related reports.
7. Monitors all contracts entered into by the city. Assures that a desired level of service is provided to the city.
8. Prepares a variety of reports and files with appropriate state, federal and county offices. Acts as liaison with state and county agencies, city attorney, engineering firm and auditor
9. Responsible for assuring compliance with federal and state mandates, (ADA, ADAIR, OSHA, Right to Know, Records Retention, Data Privacy).
10. Liaison between all city staff and city council, including interviewing and working with all department heads.
11. Directly supervises and is responsible for training the Deputy Clerk, Administrative Assistant, Utility Billing Clerk, Water/Wastewater Lead Operator and Public Works

Maintenance V positions and their work.

12. Records Management & Transparency

- a. Oversees the city's records management program, including retention schedules, secure storage, and destruction of records according to state law.
- b. Ensures digital and physical records are organized, accessible, and compliant with data privacy requirements.
- c. Maintains and updates the city's official code, ordinances, resolutions, and policy documents.
- d. Coordinates public data requests and ensures timely responses under the Minnesota Government Data Practices Act.

13. Technology, Website & Communications

- a. Maintains and updates the city website with agendas, minutes, notices, ordinances, and public information.
- b. Coordinates digital communication channels, including social media, newsletters, and public alerts.
- c. Works with IT providers to ensure secure data systems, backups, and cybersecurity best practices.

14. Procurement AND Contract Administration

- a. Oversees the city's procurement procedures, ensuring compliance with bidding laws and purchasing policies.
- b. Maintains contract files, tracks expiration dates, and ensures renewals or RFP processes occur on schedule.
- c. Verifies contractor insurance, bonding, and performance requirements.

15. Human Resources Support

- a. Assists with recruitment processes, job postings, onboarding, and maintaining personnel files.
- b. Ensures compliance with employment laws, training requirements, and workplace policies.
- c. Coordinates employee benefits administration and annual open enrollment with vendors.

16. Community Relations & Public Engagement

- a. Serves as a primary point of contact for residents, businesses, and community groups.
- b. Coordinates public hearings, community meetings, and outreach efforts.
- c. Provides education to the public about city processes, ordinances, and services.

17. Risk Management & Compliance

- a. Coordinates the city's insurance policies, claims, and risk-management activities.
- b. Ensures compliance with OSHA, ADA, and workplace safety requirements.
- c. Maintains the city's emergency operations documents and continuity-of-government plans.

ADMINISTER ELECTIONS

1. Elections Administration

- a. Serves as the City's Election Administrator, overseeing all municipal election activities.
- b. Recruits, trains, and supervises election judges.
- c. Ensures compliance with state election laws, filing deadlines, campaign finance reporting, and candidate filings.

CEMETERY

Act as custodian of all cemetery records, documents and grave purchases.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of municipal financial management including investment of funds, accounting, payroll and billing practices and financial record keeping.

Considerable knowledge of City Code, ordinances, resolutions and policies.

Considerable knowledge of state and county election procedures and operations

Considerable knowledge of laws, rules and regulations affecting city government.

Considerable ability to perform mathematical calculations and maintain accurate and complete records and files.

Considerable ability to communicate effectively both orally and in writing with city staff, state and county officials, elected officials and the public.

Considerable ability at self-supervision to prioritize work, research and solve problems.

Considerable ability to prepare a variety of financial reports and to prepare and oversee administration of the city budget.

Considerable ability to read, write, and understand English.

Ability to represent the city in a professional, courteous, and efficient manner.

Skill in operating office equipment, including operation of an automated accounting system with speed and accuracy.

Considerable ability to account for and handle money.
Ability to compose correspondence, minutes, reports and other written materials.

Ability to prioritize city needs and to coordinate operations and services.

Ability to supervise city personnel including multiple direct reports as well as being able to coordinate leadership strategies with the Police and Fire Chiefs.

Ability to handle public contact with friendliness, responsiveness, and tact. Must be detail oriented, adaptable, flexible and a quick learner.

POSITION REQUIREMENTS

Education: College graduate with a bachelor's degree or technical college degree with similar years of experience in accounting, finance or a related field preferred. Course work in computer systems and software applications, such as CTAS, preferred. Certified Municipal Clerk through the Municipal Clerks & Finance Officers Association of Minnesota (MCFOA) or similar accreditation OR the ability to obtain certification within 2 years of hire.

Experience: Minimum of five years of progressively responsible financial management experience including at least two years of experience using an automated system. Minimum of three years managing direct reports or teams. Must possess an ability to communicate effectively both orally, and in writing. Experience in office organization and prior supervisory experience is desirable.

Office Equipment: Experience in the operation of fax, copy machine, computer, printer, telephone, calculator, and digital tape recorder.

Computer Software: Ability to learn and maintain knowledge in several city software programs.

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