

VILLAGE OF PLEASANTON, NEBRASKA VILLAGE CLERK/TREASURER

GENERAL RESPONSIBILITIES

The Village Clerk/Treasurer is responsible for records management, accounts receivable/payable, payroll and any other duties requested by the Board.

QUALIFICATIONS

1. A combination of education or experience sufficient to enable the individual to perform the duties and meet the knowledge, skills and abilities required. (accounting and computer skills.)
2. Ability to establish and maintain effective working relationships with co-workers, the Village Board and THE GENERAL PUBLIC.
3. Ability to carry out written and oral instructions without constant supervision.
4. Ability to prepare reports and maintain records.
5. Ability to use QuickBooks or learn the operations of software.
6. Must be of good moral character, free of any criminal acts and have the ability to be “bonded”.
7. Must have a high school diploma or GED.
8. Ability to obtain water operating license by December 31, 2021.
9. Excellent time management and initiative to perform tasks individually.

JOB DESCRIPTION

1. Preparation of Village Board information packets, meeting and legal notifications, letters and reports. Recording of all meeting minutes and subsequent transcription of minutes. The presence of the Village Clerk/Treasurer at the monthly meetings is required ONLY as record keeper and information provider AS REQUESTED BY THE BOARD.
2. Records management and managing file database for all Village records. Backup file on CD and store one copy at another secure location (Bank).
3. Maintains personnel files and prepares/dispenses payroll.
4. Maintain information on Website through website designer.

5. Preparing of utility billing, including water, sewer and garbage collection. This includes delinquent tracking/collection and water deposit collection/refunding.
6. Maintains Village Ordinances/Resolutions.
7. Issuance of all permits and licenses, including Zoning Permits, Liquor and Tobacco licenses-Board approved, and dog licensing.
8. Maintains database of all Cemetery records and deeds, keep directory updated, and collects fees for Cemetery lot sales.
9. Responsible for Accounts Payable, including, but not limited to payroll/payroll taxes, utilities, supplies, equipment, repairs, maintenance, dues/registration, services, professional fees, bond payments, loan payments, and grant management.
10. Responsible for all Account Payable, including, but not limited to, proceeds from utility billing, property taxes, cemetery lot sales, state/city aid, highway allocation funds, licenses/permits, and investment income.
11. Balancing of all Village accounts and subsequent preparation of monthly Treasurer's Report.
12. Preparation of yearly Village Budget/Audit Waiver or Audit in cooperation with the Village Accountant.
13. Bond and Loan administration.
14. Answer and document all citizens inquire via telephone and/or in the Village Office and relay to Board. Board will make all decisions.
15. Coordinates Community Building functions and performs upkeep (cleaning) and minimal maintenance of community building as needed.
16. Attend Planning Commission Meetings and record minutes.
17. Preparation of Cemetery Reports to the Cemetery Board.
18. Order all supplies for the Village Office, Community Center, Park Restrooms, Pleasanton Depot, and Maintenance Department.
19. Attend educational conferences.
20. Issue Quarterly Newsletter or other document to keep the Village Residents updated.
21. Read Water Meters as needed.
22. Update sign with community events as needed.

BENEFITS

1. Starting salary _____ per hour, 8 hour day, 40 hour week; time and a half overtime and double time on holidays. If necessary. Hours may be negotiated to less hours a week if getting work done. Posted Office hours are 8 a.m. to 12 p.m. and 1 p.m. to 3 p.m.

Amended _____ \$ _____

Amended _____ \$ _____

Amended _____ \$ _____

Amended _____ \$ _____

Paid Monthly.

2. A job evaluation will be made after six (6) months and every year thereafter in July.
3. One (1) week vacation after one (1) year.
Two (2) weeks' vacation after two (2) years.
Vacation days will be given at the first of every New Year and can carry over 40 hours.
4. Holidays with pay: New Year's Day, January 1; Martin Luther King Jr. Birthday; Presidents Day; Memorial Day, the last Monday in May; Independence Day, July 4th,
Labor Day, the first Monday in September; Columbus Day; Veterans Day; Thanksgiving Day, the fourth Thursday in November, and Christmas Day, December 25. If any such holiday falls on Sunday, the following Monday shall be a holiday. If any such holiday falls on Saturday, the preceding Friday shall be a holiday.
5. Full time employees will receive sick days as follows: four (4) days January 1st of each year. These sick days will not carry over into the next year.
6. All full-time employees and part-time employees who regularly work at least 30 hours per week who have completed their introductory period and are not included in a unit of employees covered by a collective bargaining agreement are eligible to participate in the Village's Medical and Long Term Care Insurance Premium Reimbursement Plan. For those eligible employees who choose to participate in this plan, the Village will reimburse you for all reasonable medical and long term care insurance premiums up to a maximum sum of \$400.00 per quarter.
7. All employees, whether they are full-time or part-time, are eligible to receive workman's compensation benefits if injured on the job or if an employment related disease is contracted. This benefit should not be received if an employee was willfully negligent at the time of injury. Workman's Compensation insurance will be funded by the Village.
8. ABUSE OF ANY OF THE ABOVE WILL BE CAUSE FOR IMMEDIATE TERMINATION.

VILLAGE BOARD HAS THE OPTION TO WAIVE OR AMEND ANY OF THE ABOVE QUALIFICATION, JOB DESCRIPTION OR BENEFITS.