

1-6-1: APPOINTED OFFICIALS:

- A. Designated: The appointed officers of the City shall be City Clerk, City Treasurer, Municipal Judge, City Attorney, City Administrator, and Public Works Director. Pursuant to Nevada Revised Statutes section 266.405, the offices of City Clerk and City Treasurer may, at the discretion of the City Council, be combined into the Office of City Clerk/Treasurer.
- B. Manner Of Appointment: All appointed officers of the City shall be appointed to their respective offices by the Mayor with the advice and consent of the City Council.
- C. Term Of Office; Removal: The term of office and/or removal of all appointed officials of the City shall be accomplished in the manner set forth in Nevada Revised Statutes section 266.415.
- D. Exempt Status: All appointed officials, including deputies, if there be any, shall be considered to be "exempt" employees as that term is defined by the City personnel manual.
- E. Establishment Of Appointed Official Salaries: The range of compensation for appointed officials of the City shall be as follows: (Ord. 539, 12-21-1999)

ESTABLISHMENT OF APPOINTED OFFICIAL SALARIES

Job Title	Minimum - Maximum Per Year
City Clerk	\$45,000.00 - \$81,000.00
City Treasurer	\$35,000.00 - \$55,000.00
City Attorney	\$60,000.00 - \$110,000.00
City Administrator/Manager	\$47,000.00 - \$85,000.00
Director of Public Works	\$43,000.00 - \$60,000.00
City Engineer	\$48,000.00 - \$85,000.00
City Clerk/Treasurer	\$45,000.00 - \$81,000.00
Municipal Judge	\$15,000.00 - \$24,000.00

These salary ranges may be evaluated and changed from time to time by resolution, but the compensation of any such officers shall not be increased or diminished to take effect during the time for which the officer was appointed. (Res. 2007-14, 7-12-2007)

ARTICLE A. CITY CLERK**1-6A-1: OFFICE CREATED:**

There is hereby created the office of city clerk, who shall serve at the pleasure of the mayor and city council. (Ord. 539, 12-21-1999)

1-6A-2: PURPOSE:

The city clerk performs high level administrative, technical and professional work in directing and supervising the administration of city government. (Ord. 539, 12-21-1999)

1-6A-3: APPOINTMENT:

The city clerk is appointed by the mayor with the advice and consent of the city council. (Ord. 539, 12-21-1999)

1-6A-4: TERM; REMOVAL:

The term of office continues until the next city election following the appointment and until a successor is appointed and qualified, unless sooner removed by the mayor with the concurrence of a majority of members of the city council, unless the term is ended by removal from office as provided in Nevada Revised Statutes 266.415 and in event of a mayoral veto, as provided in Nevada Revised Statutes 266.200. (Ord. 662, 11-14-2013)

1-6A-5: DUTIES¹:

The city clerk works under the broad policy guidance of the mayor and city council and performs all duties required by Nevada law and as prescribed by city ordinance and resolution.

A. Essential Duties And Responsibilities:

1. Provides leadership and direction, with input from the city treasurer, city attorney, and city engineer, in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates activities with other government agencies as needed.
2. Provides professional advice to the mayor and city council, makes presentations to councils, boards, commissions, civic groups and the general public.
3. Communicates official plans, policies and procedures to staff and the general public.
4. Assures that assigned areas of responsibility are performed within budget through ongoing review with the city treasurer.
5. Maintains harmony among workers and resolves grievances; adjusts errors and complaints.
6. Prepares a variety of studies, reports and related information for decision making purposes.

7. In the absence of a city administrator, coordinates with city appointed personnel and department head(s) in the hiring and/or termination of city employees with the concurrence of the mayor and/or the city council liaison.
8. Upon consultation with the city attorney, the clerk ensures that all laws and ordinances are faithfully performed.
9. Performs all duties required by Nevada law and as prescribed by city ordinance and resolution.
10. Attends and takes minutes at city council and utility board meetings; prepares agendas, resolutions, and proclamations and other needed documents including public and legal notices; coordinates elections according to statute; maintains city records; performs the legal processing of all city contracts and other legal documents in a timely manner.
11. Shall aid the city treasurer in preparation and submittal of a preliminary and final annual city budget.
12. Performs a final review of preliminary and final annual city budget prior to distribution. Administers the adopted budget of the city through the city treasurer's office.
13. Advises the mayor and city council of current and future city financial needs.
14. Attends all city council and municipal utility board meetings and other meetings as required by the mayor and/or the city council.
15. Is the personnel clerk as described in city personnel policy manual maintaining all original personnel and health files. Only copies of those original files dealing with payroll are retained with originals transmitted to city treasurer.

B. Peripheral Duties:

1. Recommends for adoption by the city council such measures as the administration may deem necessary or expedient.
2. Prepares and submits to the city council and municipal utility board such reports as may be required by those bodies or, as administrator, may deem it advisable to submit. (Ord. 539, 12-21-1999)

1-6A-6: DESIRED MINIMUM QUALIFICATIONS:

A. Education; Experience: Graduate from college with a degree in business or related field and five (5) years of experience in management or governmental accounting or any combination of training and/or experience that could likely provide the desired knowledge and abilities.

B. Necessary Knowledge, Skills And Abilities:

1. Considerable knowledge of modern policies and practices of public administration; working knowledge of municipal finance, human resources, public works, public safety, and community development.
2. Skill in preparing and administering budgets; skill in planning, directing and administering programs, skill in operating the listed tools and equipment.

3. Ability to prepare and analyze comprehensive reports; ability to carry out assigned projects to their completion; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, city officials and the public; ability to efficiently and effectively administer a municipal government.

C. Physical Requirements: Strength, dexterity, coordination and vision to use keyboard and video display terminal for prolonged periods. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of items weighing up to twenty five (25) pounds, files, stacks of paper, reference and other materials. Moving from place to place within the office and some reaching for items above and below desk level. Some independent travel by car. (Ord. 539, 12-21-1999)

1-6A-7: SPECIAL REQUIREMENTS:

A. Must be bondable.

B. A valid Nevada driver's license for equipment to be operated. (Ord. 539, 12-21-1999)

1-6A-8: SELECTION GUIDELINES:

A. Formal applications, rating of education and experience, oral interview and reference checks are required. A job-related test might be required.

B. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

C. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. (Ord. 539, 12-21-1999)

1-6A-9: WORK ENVIRONMENT:

A. The work environment characteristics described here are 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.

B. The noise level in the work environment is usually moderately quiet.

C. Basically an indoor desk job. Environment is generally clean with limited exposure to conditions such a dust, fumes, odors, or excessive noise. Requires mobility to attend required meetings on behalf of the city. (Ord. 539, 12-21-1999)