

Drafted 6-5-13

| **POSITION:** Deputy Registrar/ Accounts Payable

July, 2005

DEPARTMENT: Motor Vehicle

Description of Work

General Statement of Duties: Performs skilled clerical work assisting the public with various transactions to renew and register vehicles, renew driver licenses, and obtain DNR licenses and process accounts payable.

Supervision Received: Works under the general and technical supervision of the City Administrator and State Motor Vehicle Division Supervisor.

Supervision Exercised: None.

Duties and Responsibilities

- * Act as main contact and trainer for all areas related to motor vehicle, driver's license and DNR transactions.
- * Prepares daily reports for drivers license, motor vehicle and DNR including insuring all transactions are entered correctly
- * Prepares daily and weekly reports of transactions, stickers and plates used, and fees collected.
- * Reconcile cash daily, prepare deposits of state and local fees; makes daily bank deposits.
- * Monitors rule, policy, and procedure changes that affect Motor Vehicle, Driver License and DNR transactions.
- * Maintains a complete inventory of plates and stickers and sends monthly inventory to state.
- * Reconciles checkbooks for Motor Vehicle, Driver License and DNR.
- * Maintains an inventory of forms, supply of checks and deposit slips.
- * Attend training or other meetings when required for new updates or refresher on Motor Vehicle, Driver License and DNR procedures.
- * Acts as a notary public.
- * Assists with answering phones and providing customer service to the public.
- * Prepares and process invoices for payment.
- * Maintains file system of all paid invoices and assist with scanning processed invoices into Incode financial software.
- * Work with Accounting Specialist, Senior in maintaining fixed assets records for insurance purposes and GASB 34 compliance.
- * Work with Public Works Director regarding duties of the Safety Director and OSHA requirements.
- * Maintains city's petty cash fund.
- * Order office supplies for entire staff
- * Responds to complaints and/or refers as appropriate.
- * Other duties as assigned or apparent

POSITION: Deputy Registrar

Essential Knowledge, Skills and Abilities

Communications: Must have the ability to actively listen to others for understanding of their needs and situations; ability to speak and write English clearly. Must be able to assertively control conversations in order to quickly and accurately gather pertinent information and be able to communicate this information professionally and precisely to the proper recipient. Be able to read and understand correspondence, memoranda, and directives.

Decision Making: Must act in a decisive manner, using good judgment. Must be able to assess problems and situations, able to anticipate needs and evaluate alternatives. Must have knowledge of the utilization of appropriate resources and the willingness to initiate use of available resources.

Interpersonal Relationships: Must be consistent in dealing with people; must have the ability to accept criticism and/or discipline; must have tact and diplomacy; must strive to promote a cooperative atmosphere in the department; must have a positive attitude.

Professional Attitude: Must have commitment to the organization; willingness to take initiative; dependability; maturity in relationships with others; and self confidence. Must represent the organization to other agencies and citizens with a courteous, helpful, accurate and professional attitude.

Quality of Work: Must be able to produce quality, accurate work. Must be able to detect and correct errors. Must be able to prioritize and perform multiple tasks simultaneously. Must be able to utilize work time properly and productively. Must be able to coordinate and follow through on projects to completion. Must be able to work independently on a wide variety of projects and assignments.

Physical Abilities: Must have the ability to read and discern visual images on a variety of media. Must have the ability to remain seated or standing at the same work station during the work period with appropriate breaks within that time frame. Must have the ability to type accurately on a computer keyboard. Must have ability to record names and numbers accurately (e.g., not transpose numbers and/or letters). Must have ability to hear while answering telephone and receiving visitors at counter. Must have ability to bend to file items regularly. The employee must occasionally lift and/or move up to 25 pounds.

Desirable Training and Experience

- Experience with State of MN Motor Vehicle, Driver license and Department of Natural Resources processes.
- Experience with the operation of a computer, credit card machine, computerized cash register, 10-key adding machine, and scanner.
- Experience in dealing with the public.
- Experience with Microsoft Office Professional or Tyler Incode applications.

POSITION: Deputy Registrar

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Minimum Qualifications

Minimum job requirements include an Associate's degree or two years of clerical/accounts payable experience including public contact or equivalent.

Key job characteristics include knowledge of state programs and policies; spreadsheet, and database skills; ability to keyboard at least 40 wpm; ability to multi-task and prioritize work; strong detail skills; accurate filing skills; ability to work effectively with others; and good grammar skills.

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.

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.

Drafted 6-5-13

POSITION: Payroll Clerk

August, 2008

DEPARTMENT: Administration

Description of Work

General Statement of Duties: Performs skilled accounting/clerical work processing all aspects of payroll, sales tax, assisting the public with various transactions and assisting the City Administrator with all elections.

Supervision Received: Works under the general and technical supervision of the City Administrator.

Supervision Exercised: None.

Duties and Responsibilities

- * Prepares, reviews and process timecards for payment, verifies addition, verifies all information is complete, print checks and compile overtime reports.
- * Maintains payroll information on all employees including accrual of benefits.
- * May assist new employees and explains benefits provided; prepares W-4's, I-9's, and required forms for PERA, disability, health insurance, and deferred compensation; maintain records and processes changes as they occur.
- * Completes federal, state, FICA, Medicare withholding, PERA and MSRS deferred compensation plan reports including OSHA, Worker's Compensation and Pay Equity and send to appropriate state and Federal agencies as required.
- * Prepares estimated payroll, fringe benefit and workman's compensation projections for annual budget.
- * Balance daily liquor store receipts for accuracy and records receipts in RITE software; completes State sales tax report and makes payments to State.
- * Assists with answering phones and providing customer service to the public.
- * Process wire transfers for investments and re-invests of money with the approval of the City Administrator. Call banks for current rates when investments mature.
- * Prepares and maintains all city license and permit including insurance verifications and reports to state agencies on city licenses issued.
- * Provides clerical support to the Public Works Director/Airport Manager.
- * Backup to Accounting Specialist Senior for all water/sewer/irrigator reports.
- * Process, create and track Compost Site permits including an annual report.
- * Verify and process all types of zoning and building permits.
- * Prepare all building permit reports internal and monthly state reports.
- * Assist the City Administrator for primary, general and special elections.
- * Acts as a notary public.
- * Responds to complaints and/or refers as appropriate.
- * Other duties as assigned or apparent

Essential Knowledge, Skills and Abilities

Communications: Must have the ability to actively listen to others for understanding of their needs and situations; ability to speak and write English clearly. Must be able to assertively control conversations in order to quickly and accurately gather pertinent information and be able to communicate this information professionally and precisely to the proper recipient. Be able to read and understand correspondence, memoranda, and directives.

Decision Making: Must act in a decisive manner, using good judgment. Must be able to assess problems and situations, able to anticipate needs and evaluate alternatives. Must have knowledge of the utilization of appropriate resources and the willingness to initiate use of available resources.

Interpersonal Relationships: Must be consistent in dealing with people; must have the ability to accept criticism and/or discipline; must have tact and diplomacy; must strive to promote a cooperative atmosphere in the department; must have a positive attitude.

Professional Attitude: Must have commitment to the organization; willingness to take initiative; dependability; maturity in relationships with others; and self confidence. Must represent the organization to other agencies and citizens with a courteous, helpful, accurate and professional attitude.

Quality of Work: Must be able to produce quality, accurate work. Must be able to detect and correct errors. Must be able to prioritize and perform multiple tasks simultaneously. Must be able to utilize work time properly and productively. Must be able to coordinate and follow through on projects to completion. Must be able to work independently on a wide variety of projects and assignments.

Physical Abilities: Must have the ability to read and discern visual images on a variety of media. Must have the ability to remain seated or standing at the same work station during the work period with appropriate breaks within that time frame. Must have the ability to type accurately on a computer keyboard. Must have ability to record names and numbers accurately (e.g., not transpose numbers and/or letters). Must have ability to hear while answering telephone and receiving visitors at counter. Must have ability to bend to file items regularly. The employee must occasionally lift and/or move up to 25 pounds.

Desirable Training and Experience

- Experience with payroll practices and procedures; and zoning and building permits.
- Experience with the operation of a computer, credit card machine, computerized cash register, and 10-key adding machine.
- Experience in dealing with the public.
- Experience with Microsoft Office Professional or Tyler Incode applications.

POSITION: Payroll Clerk

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Minimum Qualifications

Minimum job requirements include a Bachelor's degree or four years of accounting experience including public contact or equivalent.

Key job characteristics include knowledge of payroll and tax filing; knowledge of zoning and building permits, spreadsheets, and database skills; ability to keyboard at least 40 wpm; ability to multi-task and prioritize work; strong detail skills; accurate filing skills; ability to work effectively with others; and good grammar skills.

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.

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Drafted 6-5-13

POSITION: Accounting Specialist, Senior

August, 2008

DEPARTMENT: Administration

Description of Work

General Statement of Duties: Performs skilled accounting work preparing the cities monthly financial status and assisting the public with various transactions.

Supervision Received: Works under the general and technical supervision of the City Administrator.

Supervision Exercised: None.

Duties and Responsibilities

- * Manages the maintenance and development of accounting records and supervises the processing of accounting transactions, including reconciliation and closing of accounting records.
- * Posts accounts receivable, tax settlements, creates amortization schedules and assessments; reviews assessment computations and certifies unpaid assessments and other bills to the County Auditor; computes and records interest on assessments.
- * Assists outside auditing firm with annual audit and TIF reporting.
- * Prepares financial and accounting reports as required; conducts year-end closing; verifies accuracy of reports.
- * Performs the computation of monthly and annual trial balances; posts journal entries to the ledger; analyzes monthly expenditures and revenues; adjusts accounts.
- * Calculates interest and fair market value for all interest bearing accounts and investment interest; enters into computer and prepares monthly investment report.
- * Prepares various City and State financial reports and summaries.
- * Work with Deputy Registrar/Accounts Payable on maintaining fixed assets records for insurance purposes and GASB 34 compliance.
- * Prepares budget worksheets for City Administrator and department heads; enters new budget information into computer; prepares budget comparison reports; and types final budget.
- * Prepares Truth in Taxation Agenda and State compliance reports.
- * Prepares publications necessary to comply with State Budgeting guidelines.
- * Prepare and process monthly and quarterly water/sewer accounts for billing.
- * Prepares public hearing notices and letters for delinquent utility and refuse bills to be certified to County Auditor.
- * Assists Public Works Director with several monthly water/sewer reports, preparing rate study documents for Council and determining appropriate charges for sewer, water and irrigation.
- * Work with Deputy Registrar/Accounts Payable to prepares daily reports for driver's license, motor vehicle and DNR including insuring all transactions are entered correctly

POSITION: Accounting Specialist, Sr

- * Reconcile cash daily, prepare deposits of state and local fees; makes daily bank deposits.
- * Assists with answering phones and providing customer service to the public.
- * Provides staff support for Fire Department meetings; prepares agenda, takes and types minutes, answers questions, and maintains records.
- * Calculates charges for contract cities and townships receiving fire service by applying a formula to County valuations for contracted areas and bill.
- * Prepares monthly fire call report for contracted cities and townships.
- * Updates City Maps to include current zoning changes, annexations, census data and maintain recorded documents spreadsheet.
- * Assists in maintaining the City Ordinance Book.
- * Verify and process all types of zoning and building permits.
- * Maintain amortization and payment information for EDAP's revolving loan fund and prepares EDAP loan report to the board.
- * Acts as a notary public.
- * Responds to complaints and/or refers as appropriate.
- * Other duties as assigned or apparent.

Essential Knowledge, Skills and Abilities

Communications: Must have the ability to actively listen to others for understanding of their needs and situations; ability to speak and write English clearly. Must be able to assertively control conversations in order to quickly and accurately gather pertinent information and be able to communicate this information professionally and precisely to the proper recipient. Be able to read and understand correspondence, memoranda, and directives.

Decision Making: Must act in a decisive manner, using good judgment. Must be able to assess problems and situations, able to anticipate needs and evaluate alternatives. Must have knowledge of the utilization of appropriate resources and the willingness to initiate use of available resources.

Interpersonal Relationships: Must be consistent in dealing with people; must have the ability to accept criticism and/or discipline; must have tact and diplomacy; must strive to promote a cooperative atmosphere in the department; must have a positive attitude.

Professional Attitude: Must have commitment to the organization; willingness to take initiative; dependability; maturity in relationships with others; and self confidence. Must represent the organization to other agencies and citizens with a courteous, helpful, accurate and professional attitude.

Quality of Work: Must be able to produce quality, accurate work. Must be able to detect and correct errors. Must be able to prioritize and perform multiple tasks simultaneously. Must be able to utilize work time properly and productively. Must be able to coordinate and follow through on projects to completion. Must be able to work independently on a wide variety of projects and assignments.

POSITION: Accounting Specialist, Sr

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Physical Abilities: Must have the ability to read and discern visual images on a variety of media. Must have the ability to remain seated or standing at the same work station during the work period with appropriate breaks within that time frame. Must have the ability to type accurately on a computer keyboard. Must have ability to record names and numbers accurately (e.g., not transpose numbers and/or letters). Must have ability to hear while answering telephone and receiving visitors at counter. Must have ability to bend to file items regularly. The employee must occasionally lift and/or move up to 25 pounds.

Desirable Training and Experience

- Experience with accounting practices and procedures and ability to perform mathematical calculations with accuracy.
- Experience with the operation of a computer, credit card machine, computerized cash register, 10-key adding machine, and scanner.
- Experience in dealing with the public.
- Experience with Microsoft Office Professional, T-Value Amortization and Tyler Incode applications.

Minimum Qualifications

Minimum job requirements include a Bachelor's degree or four years of accounting experience including public contact or equivalent.

Key job characteristics include knowledge of accounting practices, knowledge of processing utility payments, spreadsheets, and database skills; ability to keyboard at least 40 wpm; ability to multi-task and prioritize work; strong detail skills; extreme accuracy; ability to work effectively with others; and good grammar skills.

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.

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Drafted 6-5-13

POSITION: Administrative and Zoning Assistant

July, 2005

DEPARTMENT: Administration

Description of Work

General Statement of Duties: Performs secretarial/administrative work assisting the City Administrator, Department Heads, Mayor, Council Members, and Committee Chairpersons.

Supervision Received: Works under the general and technical supervision of the City Administrator.

Supervision Exercised: None.

Duties and Responsibilities

- * Answering phones and providing customer service to the public.
- * Receipt in and distribute the mail.
- * Prepare meeting agenda packets for the City Council and all City Committees, Boards and Commissions which includes ordinances, resolutions, contracts and agreements.
- * Attend City Council meetings (and other Committee, Board & Commission meetings as needed) record and transcribe minutes.
- * Process ordinances, resolutions, agreements and contracts and record all necessary documents with Stearns County.
- * Prepare and process all publications for the city including, ordinances, public hearing notices, box ads, and other advertising
- * Order documents from the City Attorney on behalf of the City Administrator, Department Heads, Mayor, City Council and Committee Chairpersons.
- * Maintain Official Minute Books for the City Council and all City Committees, Boards and Commissions.
- * Verify and process all types of zoning and building permits.
- * Work with the Payroll Clerk to maintain in house Building permit reports and ensure final inspections.
- * Maintain the City Ordinance Book including applications and fees and distribute updates.
- * Prepare letters, notices, reports and assist with platting and development processes for the City Administrator.
- * Track the Steps for Local Improvements – Chapter 429, order and process documents, including verifying special assessments.
- * Provide clerical support to the Chief of Police and Liquor Store Manager for correspondence and event planning and serve on the Municipal Off-Sale Retail Liquor Board.
- * Maintain the city map files and the administrative filing system including implementing the records retention schedule.
- * Assist with hiring of new employees including advertising, reviewing job descriptions and interviewing process. May coordinate with Payroll Clerk to explain benefits and complete necessary paperwork.
- * Maintains city personnel policy.

POSITION: Administrative and Zoning Assistant

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- * Administer the city phone system.
- * Conduct research of city archives for information when requested.
- * Develops and updates the City Meeting Schedule/Calendar.
- * Acts as a Notary Public.
- * Responds to complaints and/or refers as appropriate.
- * Other duties as assigned or apparent

Essential Knowledge, Skills and Abilities

Communications: Must have the ability to actively listen to others for understanding of their needs and situations; ability to speak and write English clearly. Must be able to assertively control conversations in order to quickly and accurately gather pertinent information and be able to communicate this information professionally and precisely to the proper recipient. Be able to read and understand correspondence, memoranda, and directives.

Decision Making: Must act in a decisive manner, using good judgment. Must be able to assess problems and situations, able to anticipate needs and evaluate alternatives. Must have knowledge of the utilization of appropriate resources and the willingness to initiate use of available resources.

Interpersonal Relationships: Must be consistent in dealing with people; must have the ability to accept criticism and/or discipline; must have tact and diplomacy; must strive to promote a cooperative atmosphere in the department; must have a positive attitude.

Professional Attitude: Must have commitment to the organization; willingness to take initiative; dependability; maturity in relationships with others; and self confidence. Must represent the organization to other agencies and citizens with a courteous, helpful, accurate and professional attitude.

Quality of Work: Must be able to produce quality, accurate work. Must be able to detect and correct errors. Must be able to prioritize and perform multiple tasks simultaneously. Must be able to utilize work time properly and productively. Must be able to coordinate and follow through on projects to completion. Must be able to work independently on a wide variety of projects and assignments.

Physical Abilities: Must have the ability to read and discern visual images on a variety of media. Must have the ability to remain seated or standing at the same work station during the work period with appropriate breaks within that time frame. Must have the ability to type accurately on a computer keyboard. Must have ability to record names and numbers accurately (e.g., not transpose numbers and/or letters). Must have ability to hear while answering telephone and receiving visitors at counter. Must have ability to bend to file items regularly. The employee must occasionally lift and/or move up to 25 pounds.

Desirable Training and Experience

- Experience with time management, organizational skills, typing with speed and accuracy and excellent grammar.
- Experience with the operation of a computer, credit card machine, computerized cash register, 10-key adding machine, and scanner.
- Experience in dealing with the public.
- Experience with Microsoft Office Professional and Adobe Acrobat.

Minimum Qualifications

Minimum job requirements include a Bachelor's degree or four years of executive secretarial experience including public contact or equivalent.

Key job characteristics include knowledge of Microsoft word; spreadsheet, and database skills; ability to keyboard at least 50 wpm; ability to multi-task and prioritize work; strong detail skills; accurate filing skills; ability to work effectively with others; and excellent grammar skills.

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.

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Drafted 6-5-13

POSITION: Social Media Specialist

August, 2008

DEPARTMENT: Administration

Description of Work

General Statement of Duties: Perform skilled clerical work and coordinate all social media, publication and cable access station activities and assist with customer service at motor vehicle and city counter.

Supervision Received: Works under the general and technical supervision of the City Administrator.

Supervision Exercised: None.

Duties and Responsibilities

- * Work with City staff, citizens and community groups to maintain and update public access station (Channel 8), Facebook, website and quarterly newsletter.
- * Create weekly, bi-weekly, and monthly programming on Channel 8. Videotape, schedule, and run programs to be seen on Channel 8.
- * Attend and video record all City Council meetings and other Board and Committee meetings as directed by the City Administrator.
- * Attend Cable Committee meetings.
- * Prepare all promotional, marketing and advertising materials for the Liquor Store upon approval from the Manager.
- * Assists with answering phones and providing customer service to the public.
- * Assist the Public Works Director annual events such as Water festival, Spring Clean Up, Household Hazardous Waste Collection & Scavenger days including creating advertising and posters and annual reports.
- * Transcribe minutes of city council and committee meetings and work with Administrative Assistant on preparing agendas.
- * Attends City Council Meetings in absence of Administrative Assistant, takes and types minutes and works with the Administrative Assistant to prepare agenda packets when needed.
- * Responds to complaints and/or refers as appropriate.
- * Other duties as assigned or apparent

Essential Knowledge, Skills and Abilities

Communications: Must have the ability to actively listen to others for understanding of their needs and situations; ability to speak and write English clearly. Must be able to assertively control conversations in order to quickly and accurately gather pertinent information and be able to communicate this information professionally and precisely to the proper recipient. Be able to read and understand correspondence, memoranda, and directives.

Decision Making: Must act in a decisive manner, using good judgment. Must be able to assess problems and situations, able to anticipate needs and evaluate alternatives. Must have knowledge of the utilization of appropriate resources and the willingness to initiate use of available resources.

POSITION: Social Media Specialist

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Interpersonal Relationships: Must be consistent in dealing with people; must have the ability to accept criticism and/or discipline; must have tact and diplomacy; must strive to promote a cooperative atmosphere in the department; must have a positive attitude.

Professional Attitude: Must have commitment to the organization; willingness to take initiative; dependability; maturity in relationships with others; and self confidence. Must represent the organization to other agencies and citizens with a courteous, helpful, accurate and professional attitude.

Quality of Work: Must be able to produce quality, accurate work. Must be able to detect and correct errors. Must be able to prioritize and perform multiple tasks simultaneously. Must be able to utilize work time properly and productively. Must be able to coordinate and follow through on projects to completion. Must be able to work independently on a wide variety of projects and assignments.

Physical Abilities: Must have the ability to read and discern visual images on a variety of media. Must have the ability to remain seated or standing at the same work station during the work period with appropriate breaks within that time frame. Must have the ability to type accurately on a computer keyboard. Must have ability to hear while answering telephone, listening to video playback and receiving visitors at counter. Must have ability to bend to set up recording equipment and microphones. The employee must occasionally lift and/or move up to 25 pounds.

Desirable Training and Experience

- Experience with video camera, digital camera, sound boards and program switchers.
- Experience with the operation of a computer, credit card machine, computerized cash register, 10-key adding machine, and scanner.
- Experience in dealing with the public.
- Experience with Microsoft Office Professional.

Minimum Qualifications

Minimum job requirements include high school diploma or equivalent and one year of clerical experience including public contact or equivalent.

Key job characteristics include knowledge of camera and video equipment; knowledge of Facebook; ability to be creative; ability to keyboard at least 50 wpm; ability to multi-task and prioritize work; strong detail skills; ability to work effectively with others; and good grammar skills.

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.

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