



CITY OF MT. PLEASANT BUDGET DIRECTOR/CITY CLERK

Executive/FLSA Exempt

GENERAL SUMMARY:

This salaried, at-will position is appointed by the City Commission, operates under the general supervision of the Director of Finance and is a member of the City's administrative team. As such, the Budget Director/City Clerk exercises independent judgment and decision-making responsibility in carrying out a wide variety of assignments, including developing and executing policies and procedures leading to successful completion of the City's mission and the community's needs. The Budget Director/City Clerk leads and supervises employees in performing departmental activities and is responsible for protecting and preserving the assets of the City of Mt. Pleasant and its citizens.

POSITION RESPONSIBILITIES: (By illustration and not limitation)

- Utilizing team concepts, the Budget Director/City Clerk works with the Finance Director to develop departmental goals which are consistent with the City's mission and community's needs
- Evaluates the structure and processes of the Department to assure continuous improvement in the efficiency and effectiveness of the group; provides team members with the supervision, leadership, training, tools, and opportunities necessary to ensure personal and professional growth; and uses appropriate and effective remedial action as necessary
- Performs analysis and provides information to the Finance Director and senior management team regarding revenue and expenditure trends and allocation of resources; analyzes and makes recommendations regarding operating budget amendments and funding levels of the self-funded health insurance program based on experience and trends
- Partners with the Finance Director to develop and implement a performance measurement and performance-based budgeting system; examines and prepares the five year Capital Improvement Plan; develops departmental operating budget and city wide operating budget amendment recommendations; provides assistance to City departments in analyzing financial data and creating business plans; and serves as the primary backup to the City Treasurer for electronic fund transfers
- Administers the property and liability insurance program, including evaluating and allocating liability insurance premiums, procuring insurance coverage, claims administration and processing; assessing potential risk factors on City property and developing a liability protection plan to address such issues; compiles and analyzes data to determine loss trends; and maintains fixed assets inventory

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- Responsible for recording official City Commission actions and preparing and maintaining related documents; issuing business licenses; coordinating Freedom of Information requests; administering the Open Meetings Act; coordinating election administration; overseeing the purchasing policy and bid process and all cemetery records associated with lot sales, burials, and related records
- Serves as Chairperson of the Employee Safety Committee and is responsible for working with committee members to accomplish safety related matters such as training and OSHA and MIOSHA compliance and other related City-sponsored programs
- Maintains professional growth and up-to-date knowledge in areas of responsibility through extensive research, continuing education, training, and involvement in professional associations
- Performs related duties as requested

MINIMUM REQUIREMENTS:

- A Bachelor degree in business administration with a major in finance, accounting, or related field is required, with a minimum of three years responsible governmental budgeting or financial analysis and supervisory experience, or an equivalent combination of formal education and experience sufficient to meet the required knowledge, skills, and abilities
- Ability to obtain Certified Municipal Clerk Certification within five years of employment
- Skilled in widely accepted financial, office, and business software applications
- Proven ability to effectively communicate, orally, and in writing, with team members, colleagues, City Commission, and the public regarding any aspect within the scope of responsibility; and to establish and maintain positive working relationships with the public and other employees. Uses proven problem solving techniques to resolve issues and conflict
- Demonstrated ability to independently and cooperatively plan, organize, prioritize, coordinate, and evaluate multiple events and activities; build and actively participate in the development and maintenance of successful and professional work teams
- Must possess a high level of professional and personal integrity and be committed to the concept of organizational excellence through the motivation, training, and development of employees
- Must reside and maintain principle domicile within the limits of Isabella County or within 20 miles from the nearest city limit, whichever is greater, within twelve months of hire

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PHYSICAL/MENTAL DEMANDS AND WORK ENVIRONMENT:

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to sit, stand, and walk, use hands to manipulate, handle, or feel and reach with hands and arms. The employee is occasionally exposed to outside weather conditions and is occasionally required to kneel, crouch, and climb. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Must possess the physical abilities to transport equipment weighing up to 40-50 lbs.; transport self to meetings, conferences, etc.; Must possess the mental abilities to analyze, reason, supervise, comprehend, evaluate, organize, and handle the stress associated with administrative and supervisory responsibilities. The noise level in the work environment is usually moderate.

All job functions are considered essential

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