

**CITY OF YUMA**  
**Deputy Yuma Municipal Treasurer**

**Description of Work**

Assists with the daily operations of the Treasurer functions of the City. Works under the supervision of the Yuma City Treasurer. The Deputy City Treasurer performs financial functions of collections, allocations, new sources of funds, and revenue projections. Other duties include retention and safeguarding of official financial records.

**Duties-Examples of Work**

Assisting the City Treasurer with all of the following: planning, organizing, and directing the operations and supervision of the City accounting system; directs the payment of all expenditures; directs all expenditures and the issuance of purchase orders; assists with the financial transactions of the City in collecting, properly classifying and recording all municipal revenue each year; runs financial programs on a regular basis in order to produce accounts payable checks, trial balance, general ledger and other reports; runs daily utility programs to ensure that payment receipts, utility billing and meter readings are as current as possible, assists with all payments of municipal payroll; performs internal auditing as required on all municipal departments; maintains notary public status.

**Physical and Mental Requirements**

- Ability to ascend and descend stairs.
- Ability to lift and carry office supplies in excess of 25 pounds per item.
- Ability to work on stressful negotiations.
- Ability to attend evening meetings and work extra hours.
- Considerable knowledge of modern office practices, procedures, and equipment.
- Excellent skills in typing and operation of computer accounting, word processing and spread sheet programs.
- Ability to handle administrative details as assigned or instructed.
- Ability to learn and communicate a wide variety of technical terminology relevant to specific projects.

**Qualifications**

- Administrative ability and technical skills to plan, administer, and supervise city projects.
- Thorough knowledge of regulations, laws, and ordinances which govern city operations, budget, purchase, bidding, payroll, and other financial operations.
- Ability to establish and maintain effective communications with persons at various levels of governments as well as the general public.

**Experience and Training**

- Three years progressively responsible office experience.
- High School diploma.
- Additional education may be necessary as relates to changing legislation and Deputy Municipal Treasurer responsibilities.

**Special Requirements**

Notary Public

**CITY OF YUMA**  
**Deputy Yuma Municipal Clerk**

**Description of Work**

Performs the daily operations of the City Clerk's Office. Works under the supervision of the City Clerk. Assists the City Clerk as follows: conducts elections; publish, file, index and be responsible for the storage of City Council proceedings; record and certify all ordinances and resolutions; coordinates preparations of the City Council agenda; assists in grant writing; keeps Municipal Code updates; serves as custodian of the official City records; prepares legal notices of publication and posting; provide information and research assistance to the public and City staff; assist in the issuance of building permits; supervise all licensing issues.

**Duties – Examples of Work**

Serves as official deputy City Clerk for statutory purposes and assists the City Clerk as follows: maintains official record of Council proceedings; maintains and prepares a central filing system of official minutes, contracts, deeds, easements, agreements, petitions, licenses, insurance records, municipal bonds, ordinances, planning documents and leases, among other instruments; receive open record requests; prepares legal notices; conducts elections and coordinates with County Clerk for purposes of coordinated election; attends meetings for Council and other meetings as required; prepares agendas and minutes of meetings attended; prepares information packets and informs committee participants for each municipal meeting; maintains and schedules calendar for City Council; responsible for accepting liquor license applications and renewals; prepares all required liquor notifications; coordinates renewal of leases pertaining to municipal-owned real estate; directs purchase and distribution, and maintenance of perpetual City Inventory of equipment and supplies consisting of maintaining an inventory record, securing bids when necessary, and maintaining proper adequate insurance coverage; receive all inquires into serving on municipal committees; issues miscellaneous municipal licenses and permits, as needed; accepts all official citizen filings such as petitions and referendums; maintain updated publications of municipal code, Colorado Revised Statutes, and other legal instruments and CML journals; responsible for codification of municipal code; coordinate membership in necessary municipal organizations such as CML; accounts for petty cash and disbursements and balancing for periodic reporting to City Council; assists the public in municipal transactions, including but not limited to payment of utility bills, miscellaneous municipal application and permit fees, recreation department activity fees, open record request copying fees, municipal airport leasing fees, and real estate leasing fees; maintains notary public status; attend municipal clerk education courses as needed; notify necessary parties of annual audit reporting requirements; issue death and birth certificates; assist in lodging and travel arrangements for city staff and personnel; type memorandums, letters, reports, etc.; collects and distributes mail; plans daily operations, taking into account, priorities, daily workloads and deadlines.

**Physical and Mental Requirements**

- Ability to ascend and descent stairs.
- Ability to lift and carry office supplies in excess of 25 pounds per item.
- Ability to work on stressful negotiations.
- Ability to attend evening meetings and work extra hours.
- Considerable knowledge of modern office practices, procedures, and equipment.
- Excellent skills in typing and operation of computer accounting, word processing and spread sheet programs.
- Ability to handle administrative details as assigned or instructed.

Ability to learn and communicate a wide variety of technical terminology relevant to specific projects.

#### Qualifications

Ability to direct and supervise detailed work activity of staff employees.

Administrative ability and technical skills to plan, administer, and supervise city projects.

Thorough knowledge of regulations, laws, and ordinances which govern city operations, budget, purchase, bidding, payroll, and other financial operations.

Ability to establish and maintain effective communications with persons at various levels of governments as well as the general public.

#### Experience and Training

Three years progressively responsible office experience. The title "deputy clerk" requires many duties and responsibilities which far exceed clerical obligations.

High School diploma.

Additional education may be necessary as relates to changing legislations and Deputy Municipal Clerk responsibilities.

#### Special Requirements

Notary Public