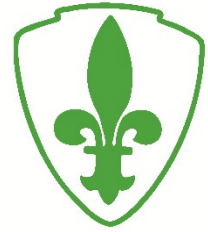


City of Normandy, Missouri



Job Description

Title: City Clerk

Department: Administration

Status: Full-Time / Salaried / Exempt

Reports to: City Administrator

Appointment: Appointed by the Mayor with the consent of the City Council

Pay Range/Grade: G9 \$66,953 to \$75,494

G10 \$72,370 to \$81,615 with MRCC or CMC

Number of Positions: 1

JOB SUMMARY:

Under the general direction of the City Administrator, the City Clerk is the designated custodian of records for the City and is responsible for making and keeping minutes for Normandy City Council Meetings and keeping other records of city business. The City Clerk is also responsible for additional administrative duties, including but not limited to some payroll and accounting functions.

This City Clerk is a full-time, salary-exempt position with annual pay of \$66,953-\$75,494. The City of Normandy also offers great benefits, including health, vision, dental, short- and long-term disability, group life, and AD&D. In addition, the City of Normandy is a part of the Missouri LAGERS deferred benefit plan.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

A. Serves as the Chief Custodian of Records

- a. Keep and maintain records of agendas, minutes, bills, resolutions, ordinances, contracts, agreements, financial records, and other important documents of the City of Normandy.
- b. Attend City Council Meetings and record motions and votes, and prepare minutes in a timely, orderly, and efficient manner.
- c. Respond to Missouri Sunshine Law Request for city records in a timely manner and generally work to ensure compliance with RSMo. Section 610.

B. Oversee Department Functions

- a. Shares supervisory duties with the Chief of Police regarding the Police Clerk/Prosecuting Attorney Clerk
- b. Receive applications for, issue, and maintain a record of Business and Liquor Licenses for the City of Normandy in accordance with Normandy City Code.
- c. Administer other licenses and programs pursuant to Normandy City Code.
- d. Coordinate with the St. Louis County Board of Elections to administer municipal elections.
- e. Answer questions from Normandy residents about municipal services and ensure a positive customer service experience.
- f. Communicate on a proactive basis to resolve citizen complaints as they arise.

C. Serves as Human Resource Generalist

- a. Assist in administering and preparing payroll on a bi-weekly basis.
- b. In conjunction with and under the direction of the City Administrator, perform some human resource duties such as executing payroll status changes, benefits enrollment, and employee onboarding.
- c. Maintains and keeps records of personnel and confidential employee files.

The City of Normandy is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

- d. Communicates with staff regarding general human resource-related questions.
- e. Skillfully and tactfully address the general public and elected officials, both individually and in group settings, as well as among peers.
- D. City Accounting Functions**
 - a. Responsible for loading the City budget into the accounting system.
 - b. Performs accounts payable and accounts receivable duties.
 - c. Executes journal entries and line-item transfers related to budget amendments at the direction of the City Administrator.
 - d. Coordinates with City accounting firm and City Treasurer regarding bank reconciliation and preparation of the monthly report on City financials to the City Council.
- E. Performs Communications Functions**
 - a. Assists with posting news/announcements and meeting agendas to the City website and/or City social media account.
 - b. Coordinates with department heads and elected officials regarding the City newsletter submissions.
 - c. Performs editorial and graphic design duties in the formation of the City newsletter.
 - d. Responsible for sending draft material for the newsletter to the printer for execution.
- F. Other Duties As Assigned**

MINIMUM QUALIFICATIONS:

- High School Diploma or GED is required.
- Bachelor's or Associate's degree in Business Administration, Public Administration, or a related field is highly desired.
- Three or more years of experience as a Deputy City Clerk, City Clerk, or general municipal governmental experience is required.
- Missouri Registered City Clerk (MRCC), a Certified Municipal Clerk (CMC), or an equivalent designation through another professional association is preferred.
- Must be able to attend City Council and Committee meetings.
- Must submit to a criminal background check.

CERTIFICATIONS:

Employees who possess the MRCC or CMC designations shall be eligible to be placed in the G10 classification \$72,370- \$81,615

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Working knowledge of the principles and practices of modern public administration; extensive knowledge of office practices and procedures.
2. Knowledge of Missouri Sunshine Law, state law, local law, statutes, and regulations.
3. Knowledge of Microsoft Office
4. Ability to keep official records and prepare accurate reports from file sources.
5. Knowledge of accounting practices and procedures
6. Knowledge of Quickbooks accounting software
7. Ability to operate a point-of-sale system and proper cash handling.
8. Skilled in reading, writing, and speaking, and must be able to communicate clearly and efficiently.

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9. Ability to give attention to details and to accurately record and maintain records.
10. Ability to establish and maintain effective working relationships with employees, other departments, officials, and the public.
11. Ability to plan, organize and supervise assigned staff.

PHYSICAL DEMANDS & WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is constantly required to read a computer screen or documents, grasp, handle, feel, type, listen, hear, reach, see, speak, walk, and sit for long periods. The employee is frequently required to bend, stoop, crouch, carry, and lift up to 25 lbs. This position will require someone capable of both office work and manual labor. This is a department head-level position, which requires working some evenings, specifically when Council and Committee Meetings are held.

Last Updated: 11/12/2025