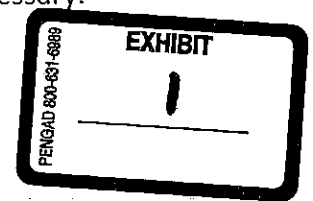


CITY CLERK

Office hours are Monday – Friday, 8 a.m. to 12:30 p.m. and 1:30 p.m. to 4 p.m. The office is closed all legal holidays as set forth by the Governing Body of the City of Bird City.

- The city clerk will attend all meetings of the City Council.
- Take notes at all meetings of the Governing Body and type same within a timely manner.
- Keep and preserve records of originals and copies of all meetings in minute book as per state statutes.
- Keep and preserve records of original and copies of all ordinances and see that they are published as needed.
- Keep true records of proceedings and preserves record of all clerk's official acts and when necessary attest to them.
- Keep and preserve the seal of the city.
- Keep all records, public papers and documents of city not belonging to another office.
- Prepare monthly packets for all council members regarding the next upcoming council meeting and include previous minutes & other pertinent information.
- Schedule meetings and appointments when necessary.
- Type forms and notify council members regarding special meetings.
- Administer oaths.
- Keep a set of ledger books of accounts payable and receivable and said books shall balance with the treasurer's books.
- Draws all warrants, give to treasurer to make checks which are then returned to clerk for mailing of payments.
- Verify with maintenance, fire department, etc. their purchases prior to a warrant being drawn.
- Contact suppliers regarding any purchases and or billing discriminations.
- Handle all correspondence of city, giving prompt attention to same.
- Prepare information packets regarding information, history etc. of Bird City as requested.
- Deliver mail, information and other correspondence to proper persons or departments.
- Keep calendar of events, regarding upcoming events and deadlines.
- Keep a record of licenses and permits i.e. burn permits, dog licenses, and cereal malt beverage licenses, and building permits.
- Collect all moneys due to the city and record to proper fund.
- Keep full account of all purchases and expenditures.
- Monitor usage of routine office and operating supplies and purchase as necessary.
- Follow up on orders made.



- Issue all building permits and prepare same for council approval.
- Issue all Cereal malt beverage licenses and remit quarterly report to State.
- Issue all notices i.e. cutting of weeds, nuisances and others as may be directed.
- Issue dog licenses, and send reminder renewal notices.
- Attend conferences, seminars etc. to keep updated and current on any changing policies etc.
- Maintain records regarding all employees work time hours and wage, schools, certificates and licenses received and notify when need to requalify for said certifications.
- Maintain files of copies of employee's health insurance information and remit payments for same.
- Handle complaints by trying to resolve or forwarding to proper department for resolving and follow up.
- Maintain and preserve all maps relating to city.
- Answer all phone calls and direct to proper department or inform said department of phone call.
- Act as liaison between public and the governing body and between the public and the maintenance department.
- Assist the Mayor in proceedings of meetings and with other items when requested.
- Assist the city attorney when requested.
- Maintain account of all city keys, equipment etc.
- Hold safety meetings with maintenance department in accordance with KMIT
- Research state statutes and city ordinances.
- Maintain and preserve all files, records in accordance with ordinances and state statutes.
- Maintain a reservation calendar for use of shelter house, scout hut and verify reservations.
- Assist city insurance agent regarding annual renewal of insurance.
- Maintain a file regarding policies.
- Research by contacting other cities regarding water rates, ordinances, policies etc.

LOCAL FREEDOM OF INFORMATION OFFICER

- Preserve and protect public records and make available to public in accordance with KORA (Kansas Open Records Act).
- Prepare and provide educational material and information concerning open records act.
- Assist public to resolve disputes relation to open records.
- Respond to inquiries relating to open records.
- Make copies of public records when required.
- Provide access to open records.
- Protect all records from damage etc.
- Provide assistance and information when requested.
- Assess and keep records of fees for copies requested.
- Keep records of open records requested.
- Ensure efficient and timely action in response to requests.

UTILITY CLERK

- Keep records of all customer accounts.
- Keep records of all meter identification numbers, installation dates etc.
- Collect money for utility payments and record in proper book and deposit said money.
- Send monthly billings to all customers.
- Send name list and amount owed for automatic withdrawals to bank.
- Prepare and remit all monthly tax reports to Department of Revenue.
- Prepare and remit all yearly water reports to state.
- Type and send out each year, state mandated Consumer Confidence Report to all water customers.
- Maintain records of all delinquent accounts and send notices to same and owners when known.
- Schedule hearings for delinquent customers as per ordinance.
- Prepare courtesy reminder pink slips to delinquent customers.
- Prepare letter of service termination when warranted.
- Prepare and send in quarterly water protection and clean drinking water fees to - Department of Revenue.
- Issue and maintain work orders of connects and disconnects.
- Maintain all analysis testing records of water and sewer.
- Remit yearly sludge report to state.
- Remit quarterly wastewater report to KDHE.
- Maintain records regarding wells, sewer-plant lift station etc.
- Maintain records of purchases regarding water and or sewer.
- Maintain records of water usage and notify said customer if high usage has occurred.
- Maintain records of water pumped and send to state as needed.
- Resolve any disputes regarding water billings.
- Act in the capacity of hearing officer for delinquent accounts.
- Set up payment schedule when warranted.
- Maintain records of monthly billing registers, customer water service shut off reports, draft reports, not-read meters report, water pumped reports.

COURT CLERK

- Attend all court sessions.
- Process complaints, citations, warrants and subpoenas as warranted.
- Docket all cases for trial and set same for trial.
- Process disposition of cases.
- Accept pleas for 1st appearances.
- Accept and record any money received regarding any fines, restitution, court costs etc.
- Prepare papers for any trial.
- Send out notices as required regarding 1st appearances, 30-day late notice, Notice of Failure to appear etc.

- Send in suspensions to State if and when warranted.
- Send in abstract of convictions as warranted.
- Assist the Municipal Judge, City Attorney and Sheriff's Department when needed.
- Prepare warrants for annual dues for Municipal Judge, City Attorney.
- Prepare and remit monthly Municipal Court Report of Reinstatement Fee, Municipal Court Report of Judicial Branch Education Fund and Municipal Court Report of Collection of Court Costs and Law Enforcement Training Center Fund.
- Prepare and remit yearly Caseload Summary to state.
- Supervise any community service being done, logging time and job description.
- Keep updates of statutes and ordinances and preserve same.
- Preserve Uniform Public Offense Code and Standard Traffic Code books and disseminate copies to proper departments.
- Maintain confidentiality of all cases.

RECYCLING

- Maintain a file regarding man-hours worked, tonnage hauled and other recycle information

OTHER

- Maintain cleanliness of city Hall.
- Notify maintenance regarding any maintenance work needing done at city buildings
- Maintain files regarding other entities of city i.e. fire department, housing authority, library, recreation commission etc.
- Maintain original city ordinance and have made a copy of same for an everyday workable book.
- Grant writing, overseeing all grant money and reporting/recording all pertinent information, as well as submitting final reports and closing out grants.
- Maintain a codebook of all the city ordinances.
- Maintain a city general policy book, when time permits.