

The City of Aurora, Missouri, population 7,508, is taking applications for a City Clerk/Human Resources Director. This is an exempt position which serves as a Department Head supervising Municipal Court staff and assists the City Manager in the day to day operation of the city.

The City Clerk/Human Resources Director shall be appointed hired, disciplined and discharged by the City Council and shall be under the supervision of the City Manager. Anticipated Hiring salary range of \$3,749 – \$4,113 per month.

#### REQUIRED KNOWLEDGE, ABILITY, SKILLS, AND OTHER ATTRIBUTES

- Valid Driver's License
- High school graduate or GED
- Basic knowledge of functions, structure, and operation of municipal government
- Basic knowledge of office management techniques
- Basic knowledge of record security and maintenance
- Ability to maintain confidentiality of information
- 1-3 Years Office Experience

#### DESIRABLE EDUCATION, TRAINING, AND EXPERIENCE

- Experience in working with the public
- College degree desired
- Basic knowledge of state/federal regulations concerning employee benefits - Human Resource certification preferred.
- Applicable experience:
  - 2-3 years Office Management Experience
  - 3-5 years in Human Resources Experience
- Demonstrated oral and written communication skills are required
- Any combination of education, training, or experience that would qualify for the position as determined by the City Manager

#### APPLICABLE DUTIES

- Prepare agendas for the City Council, transcribes minutes and maintains those permanent records
- Maintains a legislative filing system
- Custodian of Records for the city
- Responsible for storage, maintenance, and retrieval of City documents and records in accordance with the Missouri Records Retention guidelines
- Prepares written bid invitations and oversees bidding procedures
- Sets tax levy annually
- Prepares quarterly financial reports
- Consults and reviews control of expenditures according to adopted departmental budgets
- Compose format of the annual budget using spreadsheets and word process software; assembles the final budget for distribution
- Prepares annual budget amendments when needed
- Plans, organizes and controls all activities of the department and coordinates company events and training

- Develops, recommends and implements personnel policies and procedures; prepares and maintains personnel policies and procedures and updates it annually
- Implements and annually updates the compensation program; rewrites job descriptions as necessary; conducts salary surveys; analyzes compensation; monitors the performance evaluation program
- Conducts recruitment effort for exempt and non-exempt and temporary workers; writes and places advertisements; works with supervisors/managers to screen and interview candidates; conducts reference checks; extends job offers, conducts new-employee orientations; employee relation counseling
- Establishes and maintains department records and reports. Participates in administrative staff meetings and attends other company meetings
- Ensures compliance with all current federal, state and local employment laws
- Manages employee benefits (Health, Dental, Vision, Voluntary Term Life Insurance, Legal Shield, Cobra, etc.) that includes all enrollments and benefit renewals, records maintenance and other related processes. Facilitates benefit orientations and other benefit training. Assist employees with any personal updates or questions related to benefits.
- Assist in the payroll process by relaying employee election information to treasurer

Application due no later than 5:00 p.m., February 2, 2018.

To Apply: Submit City of Aurora Employment Application, (Can be found at [aurora-cityhall.org](http://aurora-cityhall.org)) and other relevant application materials (Cover Letter, Resume, Professional References, etc.) to:

Mail:

City of Aurora, Missouri  
Human Resources Office  
PO Box 30  
Aurora, Missouri 65605

Or Deliver to:

City of Aurora City Hall  
Human Resources Office  
2 W. Pleasant  
Aurora, MO 65605