



## CITY OF TULELAKE

591 Main Street  
P. O. Box 847, Tulelake, CA 96134  
Phone 530-667-5522 - FAX 530-667-5351  
[cityoftulelake@cot.net](mailto:cityoftulelake@cot.net)



### **Job Description City Hall Administrator (CHA)**

#### **Duties to include, but are not limited to, the following:**

1. Supervise City Administrative Clerk, Temporary City Staff and Custodian with tasks and duties pertinent to their job descriptions.
2. Assist City Council Members, Attorneys, Accountants, Grant Manager, City Clerk, City Treasurer and other City Department Heads with tasks as required.
3. Prepare City's fiscal year budgets with over-site from Finance Director and submit information to Finance Director/Accountant for quarterly financial reports for City Council.
4. Oversee the preparation of monthly utility billings, shut-off notices and collection procedures as well as oversee outside water contracts.
5. Oversee residents with new account set up or relocation.
6. Interact with public for all City business and policies.
7. Oversee daily reconciliation of deposits for all checks and cash received.
8. Reconcile petty cash on hand as required.
9. Oversee work orders for garbage, water and sewer and for City building and maintenance repair issues.
10. Code and post to Abila accounting program Accounts Payable invoices as well as paying vendors on a routine basis by check and electronic funds transfers.
11. Code and post to Abila accounting all miscellaneous "non utility" cash disbursements and cash receipts, including cash transfers between funds.
12. Pull various reports from Abila Accounting system and CBSW system when needed.
13. Oversee all City employees' human resource paperwork and issues and prepare bi-weekly payroll using Abila Payroll system.
14. Post bi-weekly retirement contributions to CalPERS online and make payment online payments for retirements contributions, unfunded liability and health insurance premiums.
15. Prepare reports with packet information for the regular, special and workshop City Council meetings.
16. Assist with answering phone calls and oversee City website content.
17. Serve on various committees and organizations as necessary such as, City Interview Committees, Tulelake Loan Committee, Tulelake Revitalization Committee, Rural Tourism Steering Committee, AOS Century Committee, SCORE Alternative Board Member and Tulelake Rotary and oversee or prepare meeting documents when needed.

18. Work with Grant Manager in processing grant requests and compliance as necessary.
19. Process and submit in-house City grants for all City departments.
20. Prepare and oversee with Tulalake Loan Committee guidance City housing and economic development loans. Prepare monthly loan statements and complete customer service needs for loan applicants and recipients.
21. Insurance representative for city encompassing property, liability, workmen's compensation and ERMA. Preparation of all city insurance documents and claim reports.
22. Review City Clerks minutes and fill in as deputy City Clerk when needed.
23. Interact positively with other City employees, Department Heads and various professionals and contractors.
24. Prepare various County and Statewide reports as necessary.
25. Prepare resolutions as necessary for City Council.
26. Plan City events and assist with other community events.
27. Act as liaison with public interest, such as local newspapers.
28. Assist in researching and obtaining bids for City Council and various Department Heads.
29. Attend trainings and conferences as requested and required.
30. Support staff for other City Departments.
31. Assist Accountant with the annual audit preparation.
32. Schedule and organize quarterly Department Head meetings for department budget preparations.

**Skills Required:**

Decision making skills required to run City Hall Administrative Department.

Fund Accounting – a basic knowledge of accounting, especially fund accounting, will be considered a plus and enable long-term growth within the company.

Microsoft Excel – ability to enter data (dollars) accurately into spreadsheets, familiar with entering formulas to arrive at accurate results, ability to sort data previously entered in a spreadsheet.

Microsoft Word – Ability to create letters to residents and utilize proper grammar and punctuation, utilize spell-check in MS Word.

Operate miscellaneous office machines, recorders and other specialized software.

Have the ability and willingness to learn how to operate new, updated equipment, software and machines and to attend out of town trainings and meetings when needed.

**Other Information:**

Classified as an “Exempt” position and will not receive overtime or compensation time for hours worked beyond a 40 hour work week.

College education in areas of business and accounting or related fields preferred. Government experience is a plus.

Alternative work week hours are 8:00am – 6:30pm Monday through Thursday. City Hall is closed on Fridays.

Cell phone usage should be limited to breaks and lunch break.

Full-time, 10 hours per day employees are allowed a half hour lunch break unless previously agreed upon with City Council. Per California Labor Code, employees are allowed two 15 minute breaks – one in the AM hours and one in the PM hours.

Vacation and sick benefits, as well as health and dental insurance for the employee, is available for all full-time employees.