

**AN ORDINANCE AMENDING CHAPTER 115, ARTICLE II, SECTION  
115.090 PERTAINING TO THE OFFICE OF CITY CLERK**

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**BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF TWIN OAKS, MISSOURI, AS FOLLOWS:**

**Section 1.** Article II, City Clerk/Administrator, Section 115.090 "City Clerk/Administrator", is repealed in its entirety and a new Section 115.090 entitled "City Clerk" is adopted in its place, to read as follows:

**Section 115.090 City Clerk**

- A. *Office.* The Board of Aldermen shall elect and employ a Clerk for such Board of Aldermen, to be known as the "City Clerk."
- B. *Term.* The City Clerk shall serve an indefinite term. Continued service shall be at the pleasure of the Board of Aldermen and subject to removal in accordance with Section 115.030 of the Municipal Code.
- C. *Duties.* The City Clerk shall:
- a. Have charge and custody of the seal, ordinances and other records, papers and documents entrusted to his/her care and keeping by the Board of Aldermen;
  - b. Attend to such correspondence as may be required and shall keep the journal of the proceedings of the Board of Aldermen, entering therein the "yeas" and "nays" of the members of each bill presented for passage as an ordinance;
  - c. Attest each ordinance passed by subscribing his/her name on the face thereof;
  - d. Safely and properly keep all the records and papers belonging to the City which may be entrusted to his/her care;
  - e. Be the general accountant of the City;
  - f. Administer official oaths and oaths to persons certifying to demands or claims against the City;
  - g. Serve as the custodian of records responsible for the maintenance of the Board's records pursuant to Section 610.023.1 RSMo.; and
  - h. Perform such other duties as may be prescribed by law or ordinance or as directed by the Board of Aldermen.
- D. *Compensation.* The City Clerk shall receive such compensation as set by ordinance by the Board of Aldermen and which compensation may be adjusted from time to time by ordinance or resolution approving the annual budget or by other act of the Board.
- E. *Deputy City Clerk.* The Board may appoint a Deputy City Clerk to assist the City Clerk and perform the duties of the City Clerk in the Clerk's absence.

**Section 2.** The job description of City Clerk attached hereto is approved as a general statement of City Clerk's role and the job description may be amended from time to time by a resolution of the Board.

**Section 3.** Sections 1 and 2 shall become effective at 5:00 p.m. on February 9, 2024.

**Section 4.** This Ordinance shall be in full force and effect on and after its passage and approval by the Mayor.

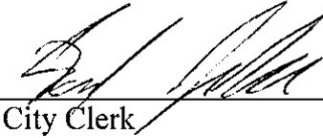
PASSED AFTER HAVING BEEN READ IN FULL OR BY TITLE TWO TIMES PRIOR TO PASSAGE BY THE BOARD OF ALDERMEN OF THE CITY OF TWIN OAKS, MISSOURI, THIS 7<sup>th</sup> DAY OF FEBRUARY 2024.



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Russ Fortune, Mayor

Attest:



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City Clerk

**CITY OF TWIN OAKS**  
**1381 Big Bend Road, Twin Oaks, MO 63021**  
**Voice: 636-225-7873 Fax: 636-225-6547**

Position Title: City Clerk  
Supervisor: Mayor  
Type of Position: Management

General:

The City Clerk serves for an indefinite term and is appointed and may be removed by a majority vote of the Board. The City Clerk shall be accountable to the Board pursuant to the statutes of the State of Missouri, the Twin Oaks Municipal Code, and the Resolutions, motions and directives of the Board of Aldermen.

Skills, Knowledge and Abilities:

- Knowledge and experience regarding municipal government operations.
- Knowledge and experience regarding municipal government financial management.
- Knowledge and experience regarding the management of the physical facilities of the City.
- Ability to effectively communicate orally and in writing.
- Ability to establish and maintain an effective and respectful working relationship with officials, employees, consultants, contractors, businesses, residents and the public.
- Knowledge and experience submitting, obtaining and managing grants.
- Skill in planning, directing, and administering municipal programs and services.

License and Experience:

- Valid Missouri Driver's license.
- Experience in administration of municipalities, or equivalent combination of training and experience.
- Must be bondable as required by the City.

**GENERAL DUTIES**

- To have charge and custody of the City Seal, ordinances and other records, papers and documents entrusted to his/her care and keeping by the Board of Aldermen.
- Carry out directives of the Board and report promptly any difficulties encountered;
- Subject to direction of the Mayor, be responsible for the administration of all day-to-day operations of Twin Oaks.
- Act as the Custodian of Records for the City per §120.090 of the Twin Oaks Code.
- Enforce standards, policies, and procedures for the most efficient management of employees and resources.

**Job Description**  
**February 2024**  
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- Attend Board and commission/board meetings, except as directed by the Mayor, and prepare proper notice of meetings per Chapter 610 RSMo. (“Sunshine Law”); prepare agenda packets including any necessary information on agenda items; prepare and maintain minutes of all public meetings.
- Keep informed concerning current Federal, State and County legislation and administrative rules affecting the City.
- Act as public information officer for Twin Oaks with responsibility for assuring that the residents, business community, and public are properly informed about operations, and that all open records and meeting requirements under the Sunshine Law are followed.
- Maintain a recurring events calendar ensuring that all annual tax rates are set, and that franchises, permits, business licenses, and contracts of the City are faithfully observed and/or renewed.
- Attend conferences and meetings for city clerks to keep abreast of current trends in municipal government.
- Attend and assist with City events throughout the year.
- Perform such other duties as may be assigned by the Board.

#### RESPONSIBILITIES TO THE CITY BOARD

- Ensure that required supporting materials are provided for all meetings.
- Coordinate with codification company and City Attorney for annual review of ordinances and policies for potential updates or improvements.
- Ensure the preparation of ordinances and resolutions as requested.
- Keep the Board regularly informed about the activities of the City office by oral or written report at regular or special meetings of the Board.

#### PERSONNEL

- Assist Mayor with administrative direction and coordination of employees in compliance with personnel policy.
- Ensure that Mayor and/or Board conducts annual written evaluations of all employees.

#### BUSINESS FUNCTIONS

- Coordinate with and supply supporting documentation to City’s financial and accounting consultant with regard to draft budgets for consideration by the Board and final approval.
- Preparation, posting, and publishing of all official notices required of the setting annual tax rate, budget proceedings, zoning amendments, etc., in accordance with State statutes.
- Oversee expenditures and purchases and ensure compliance with the approved budget and purchasing policies and maintain a continuing review and analysis of budget operations, work practices and costs of municipal services.
- Coordinate with engineering consultant and City Attorney to ensure compliance with competitive bid, prevailing wage, and contracting requirements.

- The City Clerk coordinates and performs work, including, but not limited to;
  - Maintenance of ledgers and accounting processes
  - Cash management
  - Payroll and accounts payable
  - Securing of annual audits & financial reports by authorized Certified Public Accountants
  - Safe-keeping of securities and valuable papers
  - Collection and deposit with authorized depositories of all revenues
  - Review and maintenance of authorized fidelity bonds and insurance
  - Distribute monthly Profit and Loss and Balance Sheets

**PLANNING, DEVELOPMENT, AND ZONING**

- Maintain familiarity with current State statutes, Twin Oaks ordinances and decisions regarding zoning and land division.
- Coordinate zoning enforcement for the City.
- Coordinate with Mayor and City Attorney preliminary discussion with persons proposing development plans including rezoning, land development and site development. Advise such persons seeking approval of proposals regarding process to comply with Twin Oaks development regulations.
- Administer development projects with guidance of City Attorney, engineering consultant and Mayor, and inform the Board on a continuing basis over the course of project preparation to ensure the guidance from the Planning & Zoning Commission and Board is effectively incorporated into proposed projects.
- Schedule and post meeting notice, arrange court reporter for, attend, and prepare minutes for Board of Adjustment meetings.