

City of Langley Job Announcement: Langley City Clerk-Treasurer

The City of Langley, located near the south end of Whidbey Island, is actively seeking a City Clerk-Treasurer to fill a key community leadership position within a small, progressive city. This position is tailor-made for a professional with an interest in translating his or her excellent technical and customer service skills into an opportunity to assume an influential role in shaping a sustainable future for one of the most beautiful locations in the State.

About Langley

Originally platted in 1891, Langley is a waterfront village on Whidbey Island, the second-largest saltwater island in the continental United States. The town faces north and east and is nestled into a watershed that drains into a small harbor. Whidbey Island rests in Puget Sound between the Olympic and the Cascade Mountain ranges carved out of volcanic deposits left behind by massive glaciers that extended to Seattle and beyond. Offering a small-town (est. population 1195) atmosphere within an hour's journey (including the car ferry trip) from urban Seattle, Langley's signature characteristics include: popular center of local commerce, strong seasonal economic impact from visitors, 80-year-old cinema, several quality restaurants, deep pool of resident artists and performers, active agricultural lands, community involvement in local government, seasonal events and festivals, home of the county fair, accessible beaches, surrounded by forests, a 250 seat performing arts center that presents local as well as world-class entertainment, and a small marina with a boat ramp. For more information, visit our website at www.langleywa.org.

Position Details

The City Clerk-Treasurer reports to and works closely with the Mayor as a member of the City management team and supervises the finance and administration staff of four. Responsibilities include planning, organizing, control and direction of all activities related to the city's official records, documents and financial transactions, including preparation and management of the City budget, financial reports and records, investment of funds; assures compliance with state, federal and local laws pertaining to records, municipal funds, open public meetings, and public notices and is often called upon as an educator for elected officials, staff and volunteers.

Essential Duties:

- Responsible for accounting of all city funds and accounts
- Responsible for preparation of the city operating budget, monitors budget compliance during the year, prepares financial reports for administration and council, tracks and bills bonds, lids, etc.
- Determines cash needs and invests all surplus cash, prepares investment reports
- Prepares reports, correspondence, city documents, ordinances and resolutions, & conducts research
- Prepares Council agendas and furnishes all back up data
- Attends city Council and other meetings and records proceedings, takes minutes
- Supervises the issuance of all municipal licenses
- Keeper of the City seal and attests the signatures of all city officials
- Authenticates and records all ordinances and resolutions
- Responsible for overseeing maintenance of city municipal code
- Responsible for conformance to state laws, city ordinances and policies pertaining to accounting and city records
- Prepares annual reports to the State Auditor, DOT and DCTED
- Oversees payroll, accounts receivable & payable, court operations

- Acts as city auditing officer
- Prepares and publishes legal notices
- Responds to citizen inquiries and correspondence
- Supervises internal support services such as phone & utility services, office cleaning, governmental memberships, equipment inventories, etc.
- Administers oaths of office for elected and appointed officials and police officers, keeps records of oaths, elections, and terms of office
- Publishes calls for bids and attends bid openings to insure statutory compliance
- Keeps all official city records (deeds, contracts, leases, easements, minutes, ordinances, etc.)
- Responsible for grant accounting, records and billing
- Prepares job descriptions, employment ads, requests for board positions, screens applicants
- Reviews staff work performance at least annually
- Answers phones, issues licenses, filing and other clerical duties, fills in for receptionist and assistant treasurer
- Accepts and processes Passport applications
- Oversees management of City Cemetery, plot sales, cemetery records & deeds, provides staff assistance to Cemetery Board
- Prepares job descriptions and employment ads and requests for board positions; screens applicants

Working Conditions

This employee must have the ability to work in a fast-paced environment and be able to handle multiple tasks at one time. Must have the ability to establish and maintain effective working relationships with Mayor, City Council, City staff members, citizens and other organizations and agencies. Attendance at night meetings is required.

Qualifications

Previous Municipal/Governmental experience in finance and administration required. College Degree in accounting, business administration or law preferred. Must be proficient with computer applications. Thorough knowledge of the principles and techniques of governmental administration and fundamentals of financial and personnel administration; thorough knowledge of intergovernmental relations and the functions of the various jurisdictions; thorough knowledge of legislative and administrative source materials; thorough knowledge of municipal law and municipal codes; excellent communication skills; ability to develop and recommend goals and objectives. Fast paced environment requiring a self-starter who can effectively multi-task. Must be able to work independently and as a team member.

Compensation

Full-time, exempt position with a starting salary of \$6,031.84 with generous insurance benefits and participation in state retirement plan and optional insurance and deferred compensation programs.

To Apply

Bottom line, if it appeals to you to play a lead role in an innovative city government in a picturesque community where everyone will know your name, then the City of Langley would love to hear from you. Please submit a cover letter and resume to:

Debbie Mahler, City Clerk-Treasurer
 PO Box 366
 Langley, WA 98260
 (360) 221-4246 x 15
 Or email: clerk@langleywa.org