



CITY COUNCIL SPECIAL MEETING

Notice is hereby given that the City Council will hold a City Council meeting at **3:00 pm**, on **Wednesday, March 26, 2025**, at **38 West Center Street**.

AGENDA

1. Roll Call
2. Invocation/Inspirational Thought
3. Pledge of Allegiance
4. Ordinances and Resolutions
 - a. Ordinance 2025-03 Establishing A Director of Finance For the City with Related Duties
 - b. Resolution 2025-06 Amending the Personnel Policy to Include Additional Job Descriptions
5. New Discussion and Possible Action Items
 - a. City Financial Assistant Position
 - b. Director of Finance Designation
6. EXECUTIVE SESSION (May be called to discuss the character, professional competence, or physical or mental health of an individual)
7. Adjournment

ADA NOTICE

If you are planning to attend this Public Meeting and due to a disability need assistance in understanding or participating in the meeting, please notify the City Office ten or more hours in advance and we will, within reason, provide what assistance may be required.

CERTIFICATE OF MAILING/POSTING

The undersigned duly appointed City Recorder for the municipality of Gunnison City hereby certifies that a copy of the foregoing Notice and Agenda was posted on www.gunnisoncity.org, as well as posted on the State of Utah's Public Notice Website.

BY: _____
Valerie Andersen, City Recorder

ORDINANCE 2025-03

AN ORDINANCE ESTABLISHING A DIRECTOR OF FINANCE FOR THE CITY AND RELATED DUTIES, PROVIDING FOR CODIFICATION, INCLUSION IN THE MUNICIPAL CODE, CORRECTION OF SCRIVENER'S ERRORS, SEVERABILITY, AND AN EFFECTIVE DATE.

WHEREAS, Gunnison City is a fifth class city of the state of Utah; and

WHEREAS, the state legislature has outlined certain financial duties and responsibilities for each municipality, which are to be administered through a city Recorder position unless a municipality creates a director of finance position under Utah State Code, Section 10-6-157, to perform the prescribed financial duties of the city Recorder; and

WHEREAS, heretofore, the Gunnison City Recorder position has been responsible for the financial activities of the City as outlined in Gunnison Municipal Code, Section 2.50; and

WHEREAS, the City Council has determined that it is in the best interest of the city to have a City Recorder and separate Director of Finance position.

NOW THEREFORE, BE IT ORDAINED BY THE GUNNISON CITY COUNCIL THAT:

Section I. Amendments Adopted. The City Municipal Code shall be amended as provided in Exhibit A of this Ordinance.

Section II. Contrary Provisions Repealed. Any and all other provisions of the Gunnison City Municipal Code that are contrary to the provisions of this Ordinance are hereby repealed.

Section III. Codification, Inclusion in the Code, and Scrivener's Errors. It is the intent of the City Council that the provisions of this ordinance be made part of the Municipal Code of Gunnison City, Utah as adopted, that sections of this ordinance may be re-numbered or re-lettered, that the word ordinance may be changed to section, chapter, or other such appropriate word or phrase in order to accomplish such intent regardless of whether such inclusion in a code is accomplished. Sections of the ordinance may be re-numbered or re-lettered. Typographical errors which do not affect the intent of this ordinance may be authorized by the City without need of public hearing by its filing a corrected or re-codified copy of the same with the City Recorder.

Section IV. Severability. If any section, phrase, sentence, or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

Section V. Posting and Effective Date. Prior to 5:00 p.m. on March 27, 2025, the City Recorder shall: (a) deposit a copy of this ordinance in the official records of the City; and (b)

post a copy of this ordinance in three places within the City. This ordinance shall become effective at 5:00 p.m. on March 27, 2025.

ADOPTED AND PASSED by the City Council of the City of Gunnison, Utah this 26th day of March, 2025.

ATTEST

Valerie Andersen, City Recorder

Lori Nay, Mayor

Councilmember Robert Andersen _____
Councilmember Donald Childs _____
Councilmember Shawn Crane _____
Councilmember Stella Hill _____
Councilmember Michael Wanner _____

ORDINANCE 2025-03 EXHIBIT A

Finance Related Code Amendments

1. Municipal Code 2.10.030 Appointive Statutory Officers is amended as follows: (underlined text is added, stricken text is deleted).

1. On or before the first Monday in February following a municipal election, the Mayor, with the advice and consent of the City Council, shall appoint a qualified person to each of the offices of City Recorder, City Treasurer, and Director of Finance~~Chief of Police~~, who shall be considered as statutory officers of the City. The ~~City Recorder~~Director of Finance shall be the ex-officio ~~the~~ City Auditor and shall perform the duties of such office.

2. Appointment Limitations. Neither the City Recorder nor the Director of Finance shall serve as the City Treasurer.

2. Municipal Code 2.10.080.2 Vacancies is amended as follows: (underlined text is added, stricken text is deleted).

If a vacancy shall occur in the office of City Recorder, City Treasurer, or Director of Finance~~Chief of Police~~, the Mayor, by and with the consent of the City Council, shall forthwith fill such vacancy by appointment for the unexpired term.

3. Municipal Code 2.10.100 Bonds is amended as follows: (underlined text is added, stricken text is deleted).

Every elected officer of the City and the City Treasurer and ~~Recorder~~Director of Finance, shall before entering upon the duties of his office, execute a bond with good and sufficient sureties, payable to the City, in such penal sum as may by resolution of the City Council be directed, conditioned on the faithful performance of the duties of his office and the payments of all money received by such officer according to the law and the ordinances of the City. The Treasurer's Bond shall be fixed at a sum not less than \$2,500 or such larger amount as may be determined by the State Money Management Council. The bonds of Councilmen shall be approved by the Mayor. The premium charged for any official bond shall be paid by the City.

4. Municipal Code 2.30.040.1 Appointments is amended as follows: (underlined text is added, stricken text is deleted).

Except as may be otherwise specifically provided by law or ordinance, the Mayor, by and with the advice and consent of the City Council:

1. Shall, on or before the first Monday in February following a municipal election appoint a qualified person to each of the offices of City Recorder, Treasurer, and Chief ~~of Police~~Director of Finance

5. Municipal Code 2.40.060.4 Powers and Duties of the City Administrator is amended as follows: (underlined text is added, stricken text is deleted).

4. To assist the budget office (~~City Recorder~~) for the City, including preparation of City budgets, exercise of budgetary control over the City departments and services, responsibility for the fiscal operations of the City, and advising the Mayor and City Council of the financial condition and needs of the City.
6. Municipal Code 2.50.10 containing the general duties of the City Recorder is amended as follows: (underlined text is added, stricken text is deleted).

The Mayor, in accordance with the provisions of this Code and State law shall appoint a person to act in the capacity of City Recorder. The City Recorder shall be the chief ~~accounting and~~ record keeping officer of the City and, if so designated by the Mayor with the consent of the City Council, may be the Director of Finance of the City and shall perform all duties related to those positions which are required by the City ordinance, by direction of the City Council or Mayor, or by State law, including, but not limited to, those hereinafter set forth.

7. Municipal Code Section 2.50.060 Accounts And Payments on Claims and Section 2.50.070 Budget Officer are deleted and replaced with Section 2.50.060 Financial Duties, which shall read as follows:

2.50.060 Financial Duties

Unless the City Recorder is designated as the Director of Finance, as allowed under Section 2.65.010 of this Ordinance, all City Recorder's duties under the Uniform Fiscal Procedures Act of Utah Cities have been delegated to the Director of Finance in accordance with Utah Code §10-6-157 and 158.

8. Municipal Code Section 2.65 Director of Finance is created and shall read as follows:

2.65.010 Appointment - General Duties

1. The Director of Finance shall perform all the financial duties and responsibilities of the City Recorder as set forth in the Uniform Fiscal Procedures Act, pursuant to the provisions of Utah Code §10-6-157, and performs such powers and duties as set forth in City Ordinances, and as otherwise assigned by the City Council. The Director of Finance shall perform all the duties set forth in the Uniform Accounting Manual for Utah Cities. The Director of Finance shall be appointed and removed by the Mayor, with the advice and consent of the City Council, pursuant to Utah Code § 10-6-157.
2. Bookkeeping: The Director of Finance shall be the chief accounting and financial record-keeping officer of the City. The Director of Finance shall draw and countersign all orders upon the Treasurer in pursuance of any order or resolution of the City Council, and keep a full and accurate account thereof in books provided for that purpose; shall make and keep, in coordination with the City Treasurer, a list of outstanding bonds, to whom issued, for what purpose, when, and where payable, and the rate of interest they respectively bear, and recommend such action to the City Council as shall secure the payment of the principal and interest of such bonds; shall report annually, on or before June 1, to the City Council, an estimate of the expenses of the City and the revenue necessary to be raised for the current year; shall keep regular books of account in which he shall enter all indebtedness of the City, and which shall at all times show the financial condition of the City, the amount of bonds, orders, certificates, or other evidences of indebtedness issued by the City Council, the amount of all bonds, orders, certificates, or other evidences of indebtedness which have been redeemed, and the amount of each outstanding; shall keep accounts with all receiving and disbursing officers of the City, showing the amount they have

received from the different sources of revenue and the amount which they have disbursed under the direction of the City Council; shall examine all reports, books, papers, vouchers, and accounts of the City Treasurer; shall audit all claims and demands against the City before they are allowed by the City Council; and shall keep a record of all claims presented and the action of the City Council thereon; shall keep a book properly indexed in which he shall enter all contracts, which book shall be open to the inspection of all persons interested; and shall perform such other duties as the City Council may provide by ordinance.

3. Annual Financial Statement: The Director of Finance shall annually prepare and keep posted in his office, on or before the first Monday in August of each year, a detailed statement of the financial condition of the City, and all receipts and expenditures for the previous year, ending June 30, showing: The total receipts, and all disbursements of the City, stating particularly the source of each portion of the revenue. The amount of cash on hand at the date of the last report. The amount of sinking fund and how invested. The number, date and amount of every bond issued or redeemed and the amount received or paid therefor. The debts due to or owing by the City, the names of the parties, to or from whom such debts are due, and on what account the debts were contracted, the source from which all receipts were received and upon what account such expenditures were made. The amount of cash in the City Treasury, and in its several funds. The total expenditures of the City, as shown by the warrants issued, giving in total the amount expended in each department.
4. Reports: The Director of Finance shall make a report to the City Council monthly, setting forth a statement of the amount of the City revenue, specifying in said statement from whence derived, and for what disbursed, with amount on hand, together with a complete report of the financial condition of the City.
5. Pay Over Money: The Director of Finance shall pay into the City Treasury, all monies belonging to the City coming into his hands by virtue of his office.
6. Delegation: The Director of Finance may delegate their duties and responsibilities so long as they maintain mitigating controls and the Mayor approves the proposed delegation.

2.65.020 Accounts And Payments On Claims

The Director of Finance shall keep accounts with all receiving and disbursing officers of the City, shall pre-audit all claims and demands against the City before they are allowed by the City Council and shall prepare the necessary checks in payment thereof to be drawn on the appropriate accounts of the City. The Director shall certify on the voucher copy of said check or other supporting record that:

1. The claim has been pre-audited and found it to be true and correct,
2. The claim has been approved in one of the following ways.:
 - a. Purchase order or claim directly approved by the Council or its delegate; or
 - b. Claim directly approved by the City's Purchasing Agent or an authorized employee as outlined in the City Purchasing Policies,
 - c. The claim is within the lawful debt limit of the City, and
 - d. The claim does not over-expend the appropriate departmental budget established by the City Council.

2.65.030 Budget Officer

The Director of Finance is hereby appointed to be the budget officer of the City. The budget officer shall perform all duties which are prescribed by this Code and by the Utah Uniform Fiscal Procedures Act For Utah Cities.

9. Municipal Code Section 6.50.020.1 Costs to be Covered is amended as follows: (underlined text is added, stricken text is deleted)

6.50.020.1 Costs To Be Covered

Upon certification of costs by the Fire Chief to the City Administrator, the City Administrator may authorize the ~~City Recorder~~ Director of Finance to recover from those persons whose operations or actions caused the hazardous materials emergency expenses incurred by the City that are directly associated with a response to a hazardous materials emergency.

10. Municipal Code Section 9.10.050.1 Billing and Payment of Service Fee is amended as follows: (underlined text is added, stricken text is deleted)

The ~~Recorder~~ Director of Finance or Superintendent shall furnish to each user, or mail to, or leave at his place of residence or usual place of business, a written or printed statement stating thereon the amount of water, sewer, garbage and any other service charges assessed against him once each month or at such other regular intervals as the City Council shall direct. The statement shall specify the amount of the bill for each such service provided and the place of payment and date due.

11. Municipal Code Section 9.10.050.2 Due Date of Payment – Failure to Pay paragraph 1 is amended as follows: (underlined text is added, stricken text is deleted)

1. Due Date and Penalties.

- a. If any person fails to pay the full amount of the utility service charges by the due date indicated on the bill, the City shall assess a late fee as established in the adopted fee schedule.
- b. To those persons failing to make full payment within fourteen (14) days from the date due, the ~~Recorder~~ Director of Finance or Superintendent shall give the consumer notice in writing of intention to discontinue the consumer's water service unless the consumer pays the bill in full within five (5) days from the date of notice or otherwise makes a payment arrangement with the city.
- c. Failure to pay a utility bill within the prescribed timeframes shall result in services being shut off as provided in Section 9.10.050.3.

12. Municipal Code Section 9.10.050.4 Turning On Water After Being Turned Off Prohibited is amended as follows: (underlined text is added, stricken text is deleted)

It is unlawful for any person, after the water shall have been turned off from the premises for nonpayment of service charges or other violation of the rules and regulations pertaining to the water or sewer system, to turn on the water or allow it to be turned on or used without authorization to do so from the Superintendent ~~or City Recorder and Director of Finance.~~

13. Municipal Code Section 9.20.060.2.D Procedure for Approval of water and sewer extensions is amended as follows: (underlined text is added, stricken text is deleted)

If the City Council grants the petition, the amount of the costs of making the extension, as certified by the Superintendent, shall be deposited with the ~~City Recorder~~ Director of Finance before any work shall be done on such extensions. The deposit shall be made within thirty (30) days, or such other time as the City Council shall indicate, after the granting thereof.

14. Municipal Code Section 9.30.050.2 City to Determine Cost of Irrigation Extensions – Applicant to Pre-Pay – Return of Surplus Funds is amended as follows: (underlined text is added, stricken text is deleted)

Upon the receipt of such petition and map and before the petition is granted, the City Council shall obtain from the watermaster a certified statement showing the whole cost of expense of making such extensions.

If the City Council grants the petition, the amount of the cost of making the extension, as certified by the Watermaster shall be deposited with the ~~City Recorder~~ Director of Finance before any work shall be done on such extensions. The deposit shall be made within thirty (30) days, or such other items as the City Council shall indicate, after the granting thereof.

At the time the City Council decides whether or not to grant petition for an extension, it shall also decide whether or not any portion of the costs is to be refunded and the manner and circumstances under which such refund shall be made or credited to the applicant, his successors or representatives. Such determination shall be duly recorded in writing and a copy thereof furnished to the applicant.

15. Municipal Code Section 9.30.070.1 Irrigation System Billing Procedure is amended as follows: (underlined text is added, stricken text is deleted)

The ~~Recorder~~ Director of Finance or Watermaster shall furnish to each user or mail to, or leave at his place of residence or usual place of business, a written or printed statement stating thereon the amount of water service charges assessed against him once each month or at such other regular intervals as the City Council shall direct. The statement shall specify the amount of the bill for the water service and the place of payment and date due.

16. Municipal Code Section 9.30.070.2 Discontinuance of Irrigation Water Service For Nonpayment Permitted is amended as follows: (underlined text is added, stricken text is deleted)

If any person fails to pay the water charges within thirty (30) days from the date due, the ~~Recorder~~ Director of Finance or Watermaster shall give the customer notice in writing of intention to discontinue the service to the customer unless the customer pays the bill in full within five (5) days from the date of notice.

17. Municipal Code Section 9.30.070.3 Discontinuance of Irrigation Service – Procedure for Restoration is amended as follows: (underlined text is added, stricken text is deleted)

If the irrigation water service is thereafter discontinued for failure to make payment, then before the water service to the premises shall again be provided, all delinquent water charges must have been paid to the Treasurer or arrangements made for their payment in a manner satisfactory to the municipality. In the event water is turned off for non-payment of water charges, then before the water service to the premises shall again be provided, the customer shall pay, in addition to all delinquent water charges, such extra charge for turning the water on and off as the City Council may have established by resolution. Furthermore, in addition to such payments and penalties, a delinquent customer may be required to make and file a new application and deposit if the previous deposit has theretofore been applied to the payment of delinquent bills. The ~~Recorder~~ Director of Finance is hereby authorized and empowered to enforce the payment of all delinquent water charges by an action at law in the name of Gunnison City.

18. Municipal Code Section 9.30.070.4 Turning On Of Irrigation Water After Being Turned Off Prohibited is amended as follows: (underlined text is added, stricken text is deleted)

It shall be unlawful for any person, after the water has been turned off from the premises for non-payment of irrigation water charges or other violations of the ordinances, rules, regulations, or resolutions pertaining to the water supply, to turn on or to allow the water to be turned on or used without authority from the Watermaster or ~~City Recorder~~ Director of Finance.

19. Municipal Code Section 9.40.020.1 Permit Required for Excavations in City Street – Bond Required is amended as follows: (underlined text is added, stricken text is deleted)

It shall be unlawful for any person, firm or corporation to: (1) make an excavation in any street, lane or alley, (2) remove, destroy or replace any asphalt or pavement or any roadbed medium on any street, lane or alley, or (3) remove, destroy or replace any curb, gutter sidewalk or other street improvement located on any city street right-of-way or public property, without first obtaining a permit from the City Council or its designated representative.

The permit above mentioned shall be issued only upon payment of the permit fee, as found in the city's fee schedule, and condition that adequate security in the form of cash or bond be posted by the applicant with the ~~City Recorder~~ Director of Finance guaranteeing that all improvements and restoration will be completed by a certain date and warranted for one year from completion of the permitted work.

20. Gunnison personnel Policy Section 2.6.060 City Recorder is amended as follows: (underlined text is added, stricken text is deleted)

2.6.060. ~~City Recorder~~ Director of Finance

- (a) Acts as the City's budget and finance officer and is responsible to prepare and administer the annual city budget. He or she also insures that budgetary procedures are in compliance with the Utah Fiscal Procedures Act.
- (b) Is responsible for the day-to-day financial operations of the City.
- (c) Prepares monthly financial reports for review by City Council.
- (d) Signs checks.
- (e) Attends meetings, keeps City financial records ~~and countersigns City ordinances, resolutions and contracts.~~

21. Gunnison personnel Policy Section 2.4.100 Personnel is amended as follows: (underlined text is added, stricken text is deleted)

2.4.100. ~~Personnel Petty Cash~~

The ~~City Recorder~~ Director of Finance shall be responsible for maintaining the petty cash fund in accordance with this Chapter. The City Recorder shall audit the status of the petty cash fund at least once a month.

RESOLUTION 2025-06

A RESOLUTION AMENDING JOB DESCRIPTIONS AND WAGES IN THE PERSONNEL POLICY

WHEREAS, Gunnison City has adopted personnel policies to provide guidance and direction in the hiring and management of employees; and

WHEREAS, The City Council has specific responsibility to approve the creation of any new full or part-time employee which will increase the current and future year budget obligations.

NOW THEREFORE, BE IT RESOLVED by the Gunnison City Council

1. That the city's personnel policies be amended to include job descriptions for the following positions:

City Recorder
Director of Finance
Finance Assistant

The job descriptions are attached hereto as Exhibits A, B, and C.

2. That section 2.5.050 Wages, Wage Adjustments, and Salary Payments be amended as follows: (underlined text is added, stricken text is deleted)

2.5.050. Wages, Wage Adjustments, and Salary Payments

(a) Wage and Salary Payments. All employees of the City shall be paid their salaries or wages Bi-weekly according to the amount of compensation set by the City and as outlined in the city's compensation schedule under 3.1.110.

(b) Wage Adjustments.

(1). The City Council shall establish, through the budget process, any wage adjustment amounts and the criteria to be used for setting wage adjustments. Adjustment may include merit increases, Cost of Living Adjustments (COLA), or market increases based on studies of wages and benefit packages of like communities and the market area. Adjustments may also include furloughs, reductions, or even termination of positions based on adopted budgets and the financial condition of the city.

(2). Any wage adjustments shall be processed and made effective on the first payperiod of each budget year or the first payperiod of the calendar year.

(3). It shall be city practice that a \$1.00 per hour increase will be given to employees who obtain industry standard certifications that meet the following criteria:

a. the certificate is ~~are~~ related and necessary to the duties of their position within the city.

b. Such certifications must be pre-authorized by the Mayor

c. —upon determination that the certification is essential to business operations and no other employee already has the certification under which essential operations can function.

- d. ~~The certifications anticipated under this provision include those which~~ require additional schooling, training, years of service, accreditation and/or passing of exams, and
- e. ~~The agency or entity issuing the certification requires which must be maintained with~~ at least 20 hours of annual trainings and proof of completing continuing education to maintain the certification.

PASSED by the City Council of the City of Gunnison, Utah this 26th day of March 2025.

Lori Nay, Mayor

ATTEST:

Valerie Andersen, City Recorder

Councilmember Andersen	_____
Councilmember Childs	_____
Councilmember Crane	_____
Councilmember Hill	_____
Councilmember Wanner	_____

TITLE: CITY RECORDER

General Purpose:

Performs a variety of complex clerical functions pertaining to administrative matters of Gunnison City.

Supervision Received: Works under the general supervision of the City Administrator.

Supervision Exercised:

None.

Example of Duties:

- Shall process and publish all ordinances of the City Council in accordance with city and state regulations. (GMC 1.50)
- Shall be the record keeping officer of the City and shall perform all duties which are required by the City ordinance, by direction of the City Council or Mayor, or by State law, including, but not limited to, those hereinafter set forth. (GMC 2.50)
- Shall be the Clerk of the City Council. The recorder or deputy recorder shall attend all meetings of the Council and shall keep a record of the proceedings of the Council. (GMC 2.50). Duties shall also include proper posting of Council meetings, agendas, hearing notices, minutes and other public documents as required by state law.
- Shall attest, affix the City Seal and accurately record all ordinances and resolutions passed by the City Council in a book kept for that purpose and shall certify to the publication of all ordinances and retain the affidavits of publication. (GMC 2.50)
- Shall prepare and maintain election records and carry out the duties delegated to the Clerk, pursuant to the provisions of the Utah Municipal Election Code. (GMC 2.50) and assure compliance with elected official bonding requirements (GMC 2.10)
- Shall countersign all contracts made on behalf of the City and shall maintain a record of all contracts, properly indexed, which records shall be open to inspection by all interested persons. (GMC 2.50)
- Shall receive all applications for personnel action appeals and coordinate action on the appeal with the proper Appeal Board. Shall certify the decision of the Appeal Board and provide notices to affected personnel. (GMC 2.90)
- Maintain an index of and the official documents and maps of the city including but not limited to real estate transactions, water rights, easements, memorandums of understanding, development agreements, Official Boundary Maps, General Plans, Master Transportation Plans, etc. (GMC 1.10)
- Shall administer the city's business license program including receiving applications for new businesses, renewing licenses, verifying business operations, coordinating the review of applications with the Zoning Administrator, and verifying payment of required fees. (GMC 4.10)
- Shall administer the city's dog licensing program and procedures (GMC 6.4)
- Shall receive and maintain bonds and related information for development activities in the city.
- Shall accurately maintain the burial records and rights associated with the Gunnison City Cemetery (GMC 9.50) in coordination with the Sexton.
- Shall serve human resource functions of the city, including advertising jobs, accepting applications for employment, working with department heads to evaluate and interview candidates, on-boarding employees, maintain all personnel records and coordinate with the Director of Finance to assure all employees wages and benefits are properly accounted for in payroll, conducting an annual employee wellness program and working with administration to evaluate employee benefits options.
- All those duties of a City Recorder prescribed under State law including the prescribed financial responsibilities duties unless Gunnison has a separately designated Director of Finance.

Exhibit A: City Recorder Job Description

- Other legally permissible and proper duties and functions and such additional duties as may be assigned to her from time to time by the Mayor, City Council or City Administrator.

Minimum Qualifications:

Education and Experience:

- (a) Graduation from high school with course backgrounds in bookkeeping, records management or some other related field; and
- (b) Three (3) years of progressively responsible work experience providing training and practical bookkeeping; or
- (c) An equivalent combination of education and experience.

Knowledge, Skills and Abilities:

- (a) Working knowledge of municipal records management procedures and practices; working knowledge of office machine and filing systems; working knowledge of complex bookkeeping appropriate to computerized systems; considerable knowledge of inter-relationships of city and county departments; working knowledge of general office management and supervision; some knowledge of inter-personal communication skills.
- (b) Skill in operations of computer terminal and data entry equipment.
- (c) Ability to work quickly and accurately with numbers; ability to perform advanced mathematical computations; ability to work under time pressure in writing; ability to develop and maintain effectively working relationship with elected officials, professionals, the public and fellow employees.

Special Qualifications:

Must be able to type at the rate of 50 wpm.

TITLE: DIRECTOR OF FINANCE

General Purpose:

Performs a variety of complex clerical and accounting functions pertaining to the fiscal functions of the Gunnison, including payroll, purchasing and financial reports.

Supervision Received: Works under the general supervision of the City Administrator.

Supervision Exercised:

Limited responsibility for all financial actions and transactions of City Employees. May supervise the duties of the Finance Assistant and City Treasurer.

Example of Duties:

- Shall be the ex-officio City Auditor and shall perform the duties of such office. (GMC 2.10)
- Shall maintain the general books for each fund of the City and all subsidiary and detailed records relating thereto, including a list of the outstanding bonds, their purpose, amount, terms, date, and place payable.
- Keep accounts with all receiving and disbursing officers of the City, shall pre-audit all claims and demands against the City before they are allowed by the City Council and shall prepare the necessary checks in payment thereof to be drawn on the appropriate accounts of the City.
- Shall certify on the voucher copy of said check or other supporting record that:
 - The claim has been pre-audited and found it to be true and correct,
 - The claim has been approved in one of the following ways.:
 - Purchase order directly approved by the Council or its delegate;
 - Claim directly approved by the Council; or
 - Claim directly approved by the financial officer,
 - The claim is within the lawful debt limit of the City, and
 - The claim does not over-expend the appropriate departmental budget established by the City Council. (GMC 2.50)
- Is appointed the budget officer of the City. The budget officer shall perform all duties which are prescribed by this Code and by the Utah Uniform Fiscal Procedures Act For Utah Cities. (GMC 2.50)
- Shall prepare and print checks in coordination with the City Treasurer (GMC 2.60)
- Shall coordinate with the public works director and furnish to each utility user a monthly statement of charges owed for use of city utilities (GMC 9.10)
- May delegate their duties and responsibilities so long as they maintain mitigating controls and the Mayor approves the proposed delegation.
- Research, analyze, and prepare recommendations on fiscal policies and procedures.

Minimum Qualifications:

Education and Experience:

- (a) Graduation from high school with course backgrounds in accounting bookkeeping or some other related field; and
- (b) Three (3) years of progressively responsible work experience providing training and practical bookkeeping or accounting; or
- (c) An equivalent combination of education and experience.

Knowledge, Skills and Abilities:

- (a) Working knowledge of municipal fiscal practices and procedures; working knowledge of office machine and filing systems; working knowledge of complex bookkeeping and

Exhibit B: Director of Finance Job Description

accounting techniques most appropriate to computerized systems; considerable, knowledge of inter-relationships of city departments; understanding of payroll laws and reporting requirements as outlined by federal and state agencies; working knowledge of general office management and supervision; some knowledge of inter-personal communication skills.

- (b) Skill in operations of computer terminal and data entry equipment.
- (c) Ability to work quickly and accurately with numbers; ability to perform advanced mathematical computations; ability to work under time pressure in writing; ability to develop and maintain effectively working relationship with elected officials, professionals, the public, and fellow employees.
- (d) Ability to accurately prepare and comprehend detailed financial reports.

Special Qualifications:

Must be able to type at the rate of 50 wpm.

TITLE: FINANCE ASSISTANT

General Purpose:

Performs a variety of complex clerical and accounting functions pertaining to the fiscal functions of the city, including payroll, purchasing and financial reports.

Supervision Received: Works under the general supervision of the Director of Finance.

Supervision Exercised:

None.

Example of Duties:

- Assist the City Auditor as necessary.
- Assist in maintaining the general books for each fund of the City and all subsidiary and detailed records relating thereto, including a list of the outstanding bonds, their purpose, amount, terms, date, and place payable.
- Keep accounts with all receiving and disbursing officers of the City, shall pre-audit all claims and demands against the City before they are allowed by the City Council and shall prepare the necessary checks in payment thereof to be drawn on the appropriate accounts of the City.
- Assure that all financial claims are pre-audited and comply with city purchasing and expense policies.
- Assist the Director of Finance with budget preparation and monitoring as prescribed by city code and by the Utah Uniform Fiscal Procedures Act For Utah Cities.
- Shall prepare and print checks in coordination with the City Treasurer

Minimum Qualifications:

Education and Experience:

- (a) Graduation from high school with course backgrounds in accounting bookkeeping or some other related field; and
- (b) Three (3) years of progressively responsible work experience providing training and practical bookkeeping or accounting; or
- (c) An equivalent combination of education and experience.

Knowledge, Skills and Abilities:

- (a) Basic working knowledge of municipal fiscal practices and procedures; working knowledge of office machine and filing systems; working knowledge of complex bookkeeping and accounting techniques most appropriate to computerized systems; some knowledge of inter-relationships of city departments; understanding of payroll laws and reporting requirements as outlined by federal and state agencies; some knowledge of inter-personal communication skills; ability to receive direction and communication effectively with other employees and government entities.
- (b) Skill in operations of computer terminal and data entry equipment.
- (c) Ability to work quickly and accurately with numbers; ability to perform advanced mathematical computations; ability to work under time pressure in writing; ability to develop and maintain effectively working relationship with elected officials, professionals, the public, and fellow employees.
- (d) Ability to accurately prepare and comprehend detailed financial reports

Special Qualifications:

Must be able to type at the rate of 50 wpm.