

ORDINANCE NO. 20230612
TOWN CLERK DUTIES AND SALARY

Be it ordained by the Mayor and Board of Aldermen of the Village of Harrisonburg, Catahoula Parish, Louisiana, in legal session convened, the Town Clerk's duties are as follows:

Section 1. Major Duties and Responsibilities

- a) Communicate and inform Mayor of all actions or issues throughout offices.
- b) Assume all responsibility for services and activities of the Town Clerk's Office; see that the office is run in an efficient and orderly manner, provide responsible staff assistance as needed.
- c) Coordinate and maintain custody of official records, archives, and certificates of the Village including Ordinances, Resolutions, Contracts, bond issues, annexations, vacations, assessments, amendments, and various Legislative Documents; provide records retrieval services to the public. (Custodian of Records)
- d) Attend regular and special Village Town Meetings, Board Meetings, Mayors Court and any other meetings as requested.
- e) Prepare Council agendas and supporting material including public notification, and legal display. Issue and post agenda. Record actions of town council meeting. Publish, distribute, file, index, and note council proceedings, minutes, and actions. Advise council of Parliamentary Procedures.
- f) Attend professional meetings to keep up to date on new laws and developments in municipal government.
- g) Train Town Clerk's Office personnel; provide or coordinate staff training; work with employees to correct deficiencies.
- h) Plan, coordinate, and review the work plan for the Town Clerk's Office; assign work activities, projects and program; review and evaluate work ethics, methods, and procedures, meet with staff to identify and resolve problems.
- i) Respond to and resolve difficult and sensitive citizen inquires and complaints; Contact Mayor on more complex inquiries and conduct research as needed.
- j) Administer municipal policies and regulations pertaining to the Parks and Recreation Department's facilities. Directs and administers all Village Parks, overseeing cleanliness, maintenance and safe recreation activities. (Parks and Recreation Director)

Section 2. Financial Duties

- a) Prepare Annual Budget and Audit.
- b) Prepare, and file Federal, State, and Local tax reports, on a timely basis.
- c) Maintain a system of control to ensure that expenditures do not exceed budgetary appropriations.
- d) Make decisions regarding the investment of the Village's Utilities and other funds idle cash.
- e) Sign all checks and contracts for Village gas, water, sewer, sanitary, fire, police, sales tax, payroll, general, grant accounts, and all other accounts payable.
- f) Reconcile all bank accounts monthly.

Section 4. Salary

- a) The Town Clerk will begin in a probationary status at a salary of \$12.00 per hour. During the probationary period, the Town Clerk will complete the Louisiana Municipal Clerks Institute and all required training annually.
- b) On motion of the mayor, with the consent of the Board of Alderman, the Town Clerk may be elevated to permanent status at a maximum salary of \$25.00 per hour.

Said Ordinance having been introduced on the 12th day of June 2023, by notice of Public Hearing having been published on the 28th day of June and posted on the 7th day of July 2023, said Public Hearing having been held, title having been read and Ordinance considered, on a motion by Cotten, with a second by Bambo and unanimously passed. A record vote was taken and the following result was had:

Yeas: 3 Nays: 0 Abstain: 0 Absent: 0

Whereupon, the Mayor declared the above Ordinance duly adopted on the 10th day of July, 2023 effective upon publication date: July 12, 2023.

ATTEST:


Patricia Hefner, Town Clerk


Michael Tubre, Mayor