



## **JOB DESCRIPTION**

# **CITY TREASURER**

### **SUMMARY**

The City Treasurer for the City of Buchanan serves as the chief financial officer for the City. The Treasurer plans and directs the maintenance of City accounting records; manages the City's investment program; and maintains official records of City revenues, expenditures, deposits, and disbursements. The City Treasurer also collects, receives, deposits, and disburses monies due to the City. Related work is performed as is needed. Additional tasks related to other City operations may also be assigned by the City Manager.

### **SUPERVISION RECEIVED**

Policies and objectives are set by the City Commission. Special assignments are made by the City Manager, or the City Community Development Director, each of whom may be consulted with regarding difficult work situations or policy questions. The City Treasurer shall be directly supervised by the City Community Development Director and shall also be supervised and ultimately answerable to the City Manager. However, the City Treasurer is considered a "Department Head" level position, and the City Treasurer is expected to perform many duties with considerable independence and is accountable for results. The work product of the City Treasurer is reviewed by the Community Development Director and the City Manager and is also checked through the review of final reports and audits. City Commission members also review Treasurer Reports and other documents prepared by the City Treasurer, and Commissioner comments regarding the quality and clarity of such reports are directed to the City Manager, who in turn, reviews such issues, if any, with the City Treasurer. Pursuant to the City Charter, the City Commission hires the City Treasurer. However, once hired, the City Treasurer is supervised by and managed by the City Manager, with no direct oversight capability remaining with the City Commission.

### **SUPERVISION EXERCISED**

This employee directly supervises a small staff of city hall administrative staff members and/or interns who are tasked with performing clerical and accounting tasks, amongst other duties.

### **MINIMUM REQUIRED QUALIFICATIONS (Knowledge, Skills, Abilities)**

The following list of knowledge, skills, and abilities are considered minimum required qualifications that an employee in this role should have the equivalent of, upon appointment to the position:

- Knowledge of the professional principles and practices of public finance utilized in administering full-service municipal governments.
- Knowledge of the professional practices of municipal accounting to effectively maintain the City accounting system.
- Knowledge of the standard laws, rules, procedures, and policies mandated by law that are applicable to municipal finance and accounting within the State of Michigan.
- Knowledge of basic computer science to utilize the City electronic data-processing equipment in the account processes, including skill in typing and utilizing computer technology to a level sufficient to operate standard word-processing, data-processing, and accounting software, including such programs as Microsoft Word and Microsoft Excel, amongst others.
- Knowledge of the techniques of investment management to control the investment programs of the City.



- Knowledge of basic personnel management to recruit, train and evaluate the performance of subordinate staff.
- Skill in compiling and evaluating complex financial data.
- Skill in making oral and written presentations to large groups, including boards, commissions, and the public at large, with said presentations sometimes being broadcast for public consumption online or on television.
- Skill in establishing and maintaining effective working relationships with public officials, fellow employees and the general public.
- Required education includes a bachelor's degree, or equivalent combination of training and work experience, in finance, accounting or a related field.
- Required experience includes at least two years of progressive responsibility and experience in municipal finance administration, preferably including investment and electronic data processing.
- At least two years of experience utilizing traditional municipal finance software, such as Fundbalance or BS&A, is required, as is skill in operating such programs.
- Experience preparing Treasurer Reports is required, as is skill in the development of such reports.
- Experience working with auditors is required.
- Experience with Act 51 type reporting is required.
- Experience with EVIP/CVTRS type reporting is required.
- Most importantly, a team-oriented individual with a positive attitude and a strong work ethic is a must.

## **RESPONSIBILITIES AND DUTIES**

An employee in this position may be called upon to do any or all of the following (note that this is a non-exhaustive list that does not include all tasks the City Treasurer may be expected to perform, as in some cases the City Treasurer may also be assigned special duties by the Community Development Director or the City Manager):

1. Serve as chief financial officer for the City.
  - a. Following guidance and direction from the Community Development Director and the City Manager, the City Treasurer is tasked with the compilation of the City's annual budget for consideration by the City Commission. This vital task must always be completed in a timely manner consistent with state and local deadlines. The City Treasurer shall evaluate current and historical revenue and expenditure trends and forecast year. Participate in meetings to evaluate departmental requests, and assist the City Manager in compiling the final budget request to be presented to the City Commission.
  - b. Advise and assist the City Commission in its budget deliberations. Attend budget hearings and meetings, research data, answer inquiries, and assist in the recording of budget determinations.
  - c. Develop and maintain a comprehensive system for monitoring and reporting the City's receipts and expenditures.
  - d. Evaluate financial trends and, when necessary, recommend courses of action to bring the City budget in balance.
  - e. Represent the City at important financial meetings and conferences.
2. Plan and direct the maintenance of City accounting records.
  - a. Develop and revise accounting systems to meet City requirements and public regulations.



- b. Develop and implement computer programs to place manual accounting processes on the computer.
  - c. Supervise the maintenance of City accounting records, the compilation of reports, and assist in the resolution of difficult operational problems.
  - d. Participate in the selection, training and evaluation of subordinate staff.
  - e. Coordinate the annual audit of the City accounting system.
3. Manage the City investment program.
    - a. Compile schedules of City funds available for investment.
    - b. Plan, schedule and invest City funds. Coordinate with operating fund requirements.
    - c. Supervise and coordinate payroll processing.
4. Maintain records of City revenues, deposits, and disbursements.
    - a. Supervise the collection and balancing of daily cash receipts for water service, taxes and other City charges. Supervise the electronic banking procedures. Make bank deposits to proper accounts.
    - b. Transfer funds not immediately needed to cover City operating expenses as directed.
    - c. Prepare summary reports of receipts and disbursements.
    - d. Answer inquiries and complaints relating to City Treasury operations.
    - e. Coordinate treasury operations with those of other City departments.
    - f. Prepare treasury reports required by the State.
    - g. Prepare and process all office correspondence.
5. Coordinate the preparation of billings for real and personal taxes and maintain records of their collection and disbursement.
    - a. Collect data on millage rates for each unit of government, and the state equalized valuation for classified property each year.
    - b. Collect summer and winter taxes revenue. Maintain records on the delinquent tax revolving fund, and distribute money to the proper City, county or school accounts. Make billing changes and adjustments to the tax roll resulting from actions of the Board of Review.
    - c. Answer citizen inquires and provide information relative to departmental activities.
    - d. At the end of the current tax collection period prepare delinquent tax rolls. Close and settle year's tax records with the County Treasurer.
    - e. Prepare correspondence and take over action as may be necessary to collect delinquent personal property tax due to the City.
6. Handle insurance claims regarding city property, including ensuring that proper claim documentation is filed with the appropriate parties in a timely fashion.
  7. Maintain a current job description manual for each city employee, including the compilation of wage and benefit data, including appropriate withholding schedules, for each city employee for use by the City Manager and the Community Development Director.



8. Maintain copies of all employee contracts, union contracts, independent contractor agreements, vendor contracts, interlocal agreements, 425 agreements, tax abatements, and other contracts and agreements that affect the finances of the City.
9. Perform special projects as assigned by the City Manager or the Community Development Director.
10. Able and willing to attend all regularly scheduled City Commission meetings, if requested to do so by the City Manager or the Community Development Director, and willing to give oral presentations or reports at such meetings, if so requested (City Commission meetings are regularly scheduled to be held at 7:00 p.m. on the second and fourth Monday of each month, absent national holidays or other special dates).
11. Collaborate with the City Clerk to ensure that City Commission agendas and packets include all materials necessary for each City Commission meeting, and that such materials are developed and submitted to the City Manager for dissemination to the City Commission in a timely fashion, which typically means submission to the City Manager at least two business days in advance of all regularly scheduled City Commission meetings.
12. Perform related work as required.

### **ADDITIONAL DESIRABLE QUALIFICATIONS FOR EMPLOYMENT**

The following list of desirable qualifications is preferred, but not required for the position:

- Five years of experience in municipal finance is preferred.
- Five years of experience utilizing municipal accounting software, such as Fundbalance or BS&A, is preferred.
- Prior experience as a City Treasurer in a similarly sized community is preferred.
- Occasional travel may be required, so possession of a valid driver's license is preferred.
- A Bachelor's Degree in finance, accounting, or a related field is preferred.

### **OTHER REQUIREMENTS ESTABLISHED BY LOCAL CITY CHARTER/ORDINANCE**

An employee in this role is also required to follow all applicable federal, state, and local laws, rules, regulations, charters, and ordinances, including, but not limited to, the following [emphasis added, and please note that all uses of the pronoun "he" are interpreted as gender-neutral]:

#### **City Charter Provisions:**

##### *Section 4.9. - Functions and Duties of City Manager.*

The functions and duties of the City Manager shall be:

- (a) To see that all laws and ordinances are enforced; (b) To appoint with the consent of the Commission the heads of all City departments except the City Attorney and **City Treasurer** and to remove such department heads without the consent of the Commission; (c) To manage and supervise all departments, public improvements, works and undertakings of the City. He shall have charge of the construction, repair, maintenance, and cleaning of streets, sidewalks, bridges, pavements, sewers, and of all public buildings or other property belonging to the City. He shall manage and supervise all City utilities and shall be responsible for the preservation of property, tools, and appliances of the City; (d) To see that all terms and conditions imposed in favor of the City or its inhabitants in any public utility franchise, or in any contract, are faithfully kept and performed; (e) To recommend an annual budget to the City Commission, and to administer the budget as finally adopted under policies formulated by the Commission, and to keep the Commission fully advised at all times as to the financial condition and needs of the City; (f) To recommend to the Commission for adoption such measures as he may deem necessary or expedient; (g) To serve as Personnel Director of the City or to delegate





such duties to some other officer or employee of the City. No such delegation shall relieve the Manager of any responsibilities for the proper conduct of these duties. (h) To perform such other duties as may be prescribed by this Charter or as may be required of him by ordinance or by direction of the Commission.

*Section 4.13. - City Treasurer; Appointments, Functions, and Duties.*

- (a) The City Commission shall appoint a **City Treasurer** who shall serve at its pleasure, and shall fix his compensation. The work of the **City Treasurer** shall be supervised by, and under the direction of, the City Manager.
- (b) The **City Treasurer** shall have the responsibility for the custody of all moneys of the City, the Clerk's bond, and all evidences of value belonging to the City, or held in trust by the City.
- (c) He shall receive all moneys belonging to and receivable by the City that may be collected by any officials or employees of the City, including licenses, taxes, assessments, and all other charges belonging to and payable to the City, and shall in all cases give a receipt therefor. He shall disburse all City funds in accordance with the provisions of state law, this Charter, and procedures to be established by the Commission.
- (d) He shall keep and deposit all moneys or funds in such manner and only in such places as the Commission may determine. He shall report the same in detail to the Clerk.
- (e) He shall have such powers and duties in regard to the collection and custody of state, county, school district, and City taxes and moneys as may be conferred upon him by this Charter or by state law.
- (f) He shall perform such other duties as may be prescribed for him by this Charter or by the City Commission. He shall at all times cooperate with the City Manager and shall provide such information and reports and perform such duties as are requested by the City Manager so long as they are not inconsistent with the duties of his office as prescribed herein.

*Section 5.7. - Surety Bonds.*

Except as otherwise provided in this Charter, the Commission may require any officer or employee to give a bond, to be approved by the Commission, conditioned upon the faithful and proper performance of the duties of his office or employment, in such sum as the Commission shall determine. All such officers or employees receiving, disbursing, or responsible for the City funds shall be bonded.

All official bonds shall be corporate surety bonds and the premiums thereon shall be paid by the City, except as otherwise provided in this Charter. No bond required by this section shall be renewed upon its expiration or in the event of the reappointment of any officer or employee to a position for which a bond is required, but a new bond shall be furnished. No bond shall be issued for a term exceeding two (2) years. All bonds of all officers or employees shall be filed with the Clerk, except that of the Clerk, himself, which shall be filed with the **Treasurer**.

*Section 5.12. - Compensation of Employees and Officers.*

The compensation of all employees and administrative officers of the City except that of the City Manager, **City Treasurer**, and the City Attorney shall be fixed by the City Manager within the limits of budget appropriations and in accordance with any over-all pay plan adopted by the City Commission.

The respective salaries and compensation of officers and employees as fixed by this Charter, by ordinance or resolution of the Commission, or by the City Manager, shall be in full for all official services of such officers or employees for the City or public, and shall be in lieu of all fees, commissions and other compensation receivable by such officers for their services in performance of the duties of their offices; which fees, commissions and compensation shall belong to the City and be collected and accounted for by such officers, and be paid into the City treasury and a statement thereof filed periodically with the City Clerk. The provisions



of this paragraph shall not apply to the Justices of the Peace, the elected Constable, or any representative on the Board of Supervisors who is not a full-time officer or employee of the City.

*Section 10.15. - Taxes Due; Notification Thereof.*

City taxes shall be due on the first day of July of the year when levied and shall be payable as stated in the warrant of the Mayor annexed to said roll. The **Treasurer** shall not be required to call upon the persons named in the City tax roll, nor to make personal demand for the payment of taxes, but he shall give notice to the taxpayers of the City, at least ten days prior to the due date of such taxes in each year, of the time when said taxes will be due for collection and the penalties for late payment of same, by publication, at least once, in a newspaper of general circulation in the City, or shall give such notice by first class mail addressed to the owners of the property upon which taxes are assessed according to the names of such owners and their addresses as indicated on the tax roll, which notice shall be deemed sufficient for the payment of all taxes on said tax roll. Failure on the part of the **Treasurer** to give said notice shall not invalidate the taxes on said tax roll nor release the person or property assessed from the penalty provided in this chapter in case of non-payment of the same.

*Section 10.16. - Collection Fees and Interest.*

All taxes paid on or before August 10 of each year shall be collected by the **Treasurer** without additional charge. On August 11 he shall add to all taxes paid thereafter a collection fee of one per cent of the amount of said taxes, and on the first day of September and of each succeeding month he shall add an additional one-half of one per cent of said taxes as a collection fee. Such collection fee shall belong to the City and constitute a charge and shall be a lien against the property to which the taxes themselves apply, collectible in the same manner as the taxes to which they are added.

Note— Delinquent penalties and interest are prescribed by State Statute, see MCLA 211.59.

*Section 10.17. - Sale of Goods and Chattels.*

In case any person shall neglect or refuse to pay any tax imposed upon any real or personal property belonging to him, as aforesaid, the **Treasurer** shall levy the same by distress and sale of the goods and chattels of said person liable to pay the same, wherever such goods and chattels may be found, either in said City or elsewhere within the State, first by giving public notice of such sale in the manner and for the time required by law in the case of such sale made by township treasurers, and for such purpose and for the collection of the taxes aforesaid, the **Treasurer** may bring suit therefor, and shall have all the powers and perform the like duties so far as applicable as are conferred upon or required of township treasurers in the collection of taxes levied in townships.

*Section 10.18. - Tax Roll to County Treasurer.*

All City taxes on real property remaining uncollected by the **Treasurer** on the first day of March following the date when said roll was received by him, shall be returned to the county treasurer in the same manner and with like effect as returns by township treasurers of township, school, and county taxes. Such returns shall be made upon a delinquent tax roll to be prepared by the **Treasurer** and shall include all the additional charges and fees hereinbefore provided, which charges shall, in such return, be added to the amount assessed in said tax roll against each description. The taxes thus returned shall be collected in the same manner as other taxes returned to the county treasurer are collected under the provisions of the general laws of the state and shall be and remain a lien upon the lands against which they are assessed, until paid.

*Section 10.19. - State, County, and School Taxes.*

For the purpose of assessing taxes in the City for state, county, and school purposes, the City shall be considered the same as a township, and all provisions of state law relative to the collection of such taxes and the fees to be paid therefor, the accounting therefor to the appropriate taxing units, and the returning of property to



the county treasurer for non-payment thereof shall apply to the performance thereof by the **Treasurer**, who shall perform the same duties and have the same powers as township treasurer under state law.

**City Ordinance Provisions:**

*Chapter 62 – PARKS AND RECREATION.*

*ARTICLE II. RECREATION BOARD*

*Sec. 62-33. - Officers.*

The recreation board shall elect from its membership a chairman to preside at meetings, a vice-chairman, to preside in the absence of the chairman, and a secretary who shall have charge of all board records, and keep accurate and complete minutes of all meetings thereof. The **city treasurer** shall be treasurer of the board, and shall disburse monies upon presentation of a voucher signed by the board chairman or vice-chairman and countersigned by the secretary. The board may appoint a recording secretary who shall not be a board member.

(Comp. Ords. Rev. 1991, § 12.368)

*Sec. 62-36. - Funds for program.*

The city may appropriate monies for carrying on a recreation program. The recreation board may raise and receive monies from other lawful sources, by contribution, gifts, bequests, devises or otherwise, for recreational purposes. Not later than 60 days following the close of the fiscal year, the **city treasurer** shall prepare and cause to be delivered to the city commission a full and concise accounting of all monies received and expended by the area recreation board.

(Comp. Ords. Rev. 1991, § 12.371)

*ARTICLE III. – DEALERS IN USED AUTOMOBILE PARTS*

*Sec. 74-50. - Amount of bond, license fee.*

When a license has been granted under this article by the city commission the city clerk shall issue the license upon: (1) Dealer in used automobile parts executing to the city a surety bond in the sum of \$500.00 to be approved by the city commission. (2) Payment of the license fee to the **city treasurer** as set by resolution of the city commission from time to time, for a dealer in used automobile parts.

(Comp. Ords. Rev. 1991, § 20.385)

*CHAPTER 16 – JUSTICE COURTS*

*Section 16.10. - Report of Justice.*

Each Justice shall report, on oath, to the **City Treasurer** at the time of making the payments provided for in the next preceding section, the name of every person against whom a prosecution has been commenced, or judgment rendered for any of the fines, penalties or forfeitures mentioned in the preceding section, and the amount of all moneys received by him on account thereof, or on account of any such suit or prosecution.

*ARTICLE III – MOVING, WRECKING BUILDINGS*

*Sec. 14-65. - Cash deposit.*

A cash deposit in an amount established by resolution of the city commission shall be deposited with the **city treasurer** prior to the issuance of a permit for moving or wrecking a building. Such deposit is to guarantee the removal of all debris as a result of the moving or wrecking, to guarantee the filling of the basement or any other excavation and the leveling of the lot and to cover any damage suffered or expenses incurred by the city as a result of the moving or wrecking operation. The making of such cash deposit shall not prevent the city from the collection of further damages in excess of the amount deposited if further damages are sustained. Such work



covered by the above deposit is to be accomplished within the time set by the building inspector at his discretion at the time of permit issuance but in no case more than one year.

(Comp. Ords. Rev. 1991, § 22.085)

*ARTICLE III – POOL, BILLIARDS, AMUSEMENT ARCADES. DIVISION 2 - LICENSE*

*Sec. 10-68. - License fee.*

Every person engaging in or intending to engage in the business of keeping or operating any billiard or pool table or amusement center or arcades or card table shall, on or before February 1 each year, pay to the **city treasurer** in advance a license fee as set by resolution of the city commission from time to time for the keeping of such billiard or pool or amusement center or arcades or card tables for the year commencing on February 1 and ending on the January 31 thereafter. This license fee shall not be prorated for any period of operation less than one year and shall be issued to the individual responsible for operating the establishment and shall not be transferable.

(Comp. Ords. Rev. 1991, § 20.322)

*CHAPTER 82 – SPECIAL ASSESSMENTS*

*Sec. 82-11. - Delinquent penalty.*

In case any assessment or installment, or any part thereof, shall remain unpaid on the May 1 following the date when the same became delinquent, the same shall be reported by the **city treasurer** to the city commission. The whole amount thus reported shall be transferred and reassessed on the next annual city tax roll in a column headed "special assessment," and when so transferred and reassessed upon the tax roll shall be collected and paid in all respects as provided for the collection of city property taxes.

(Comp. Ords. Rev. 1991, § 12.031)

*ARTICLE V. – SEWAGE DISPOSAL*

*Sec. 102-157. - Organization.*

(a) The sewerage system of the city, including all property and employees in connection therewith, shall be known as the Buchanan sewerage department, and shall be under the direction of the city manager. (b) Authority for construction, repair and maintenance of the sewage disposal system may be delegated by the city manager to the superintendent of environmental services.(c)The **city treasurer** shall collect all money due to the sewage department and shall maintain an accurate separate account of the same.

(Comp. Ords. Rev. 1991, § 25.001)

*CHAPTER 22 – CEMETERIES. ARTICLE II. – CITY CEMETERIES*

*Sec. 22-33. - Perpetual repair funds.*

(a)The city hereby covenants to maintain lots on which perpetual care has been paid in accordance with section 22-28. All lots on which perpetual care has been paid shall be maintained in a like condition.(b)The existing cemetery perpetual care fund may be utilized for the expansion and improvement of the city cemetery. No expansion or improvement expense can be made without authorization by a majority vote of the entire city commission. In no event can the perpetual care fund be utilized for expansion or improvement if the corpus of said funds is, or as a result of such expansion or improvement, would fall below a minimum of \$100,000.00.(c)Any moneys held as part of the cemetery perpetual care fund of the city shall be invested or reinvested by the **treasurer** in accordance with the policies of the city commission in direct obligations of the United States of America or the state, or in obligations the principal and interest of which are unconditionally





guaranteed by the United States of America or the state, or in certificates of deposit of any bank or savings and loan having a capital and surplus aggregating at least \$5,000,000.00 and whose deposits are so insured, or in such other investments as may from time to time be permitted by law for funds of this nature.(d)All payments for perpetual care shall be paid to the **city treasurer** for deposit in the account of cemetery perpetual care fund of the city. The perpetual care funds shall be invested by the **city treasurer** as provided in this section.

(Ord. No. 358, 4-28-03)

*Sec. 22-35. - Fees and charges.*

The city commission shall by resolution set a schedule of fees, payments and service charges for sale of lots and services provided. Such schedule of fees shall be posted at the Oak Ridge Cemetery office and a copy shall be kept on file in the office of the city clerk and **city treasurer**. Perpetual care charges shall be set by the city commission.

(Ord. No. 358, 4-28-03)

*Sec. 98-69. - Payment of fine satisfies violation; disposition of fine monies.*

Acceptance of the prescribed fine by the traffic violations bureau shall be deemed to be complete satisfaction for the violation and the violator shall be given a receipt which so states, and the city clerk shall deposit all fine money so collected with the **city treasurer** who shall deposit fine monies in the general fund.

(Ord. No. 313A, § 2.2, 2-28-94)

*ARTICLE VII – STORMWATER REGULATIONS; ILLICIT DISCHARGE AND CONNECTIONS*

*Sec. 102-278. - Collection of costs; lien.*

(1) Costs incurred by the City of Buchanan pursuant to sections 102-275 through 102-277, and subsection 102-279(1), shall constitute a lien on the premises, which shall be enforceable in accordance with Act No. 94 of the Public Acts of 1933, as amended from time to time, or as otherwise authorized by law. Any such charges that are delinquent for six months or more may be certified annually to the **city treasurer**, who shall enter the lien on the next tax roll against the premises, the costs shall be collected, and the lien shall be enforced in the same manner as provided for in the collection of taxes assessed upon the roll and the enforcement of a lien for taxes. In addition to any other lawful enforcement methods, the city shall have all remedies authorized by Act No. 94 of the Public Acts of 1933, as amended, and by other applicable laws. (2) The failure by any person to pay any amounts required to be reimbursed to the City of Buchanan as provided by this article shall constitute an additional violation of this article.

(Ord. No. 2005.11/367, 11-14-05)

*CHAPTER 14 – CONTRACTS – FRANCHISES – PERMITS*

*Section 14.4. - Franchises.*

No franchise or grant which is not revocable at the will of the Commission shall be granted or become operative until the same shall have been referred to the people at a regular or special election and shall have received the approval of three-fifths of the electors voting thereon. All irrevocable public utility franchises and all renewals, extensions, and amendments thereof shall be granted only by ordinance. No such ordinance shall be approved by the Commission for presentation to the electorate before thirty days after application therefor has been filed with the Commission, nor until a public hearing has been held thereon. No such ordinance shall be submitted to the electors at an election to be held less than thirty days after the grantee named therein has filed with the Clerk his unconditional acceptance of all the terms of such franchise, and it shall not be submitted to a special election unless the expense of holding the election, and the cost of publishing such proposed franchise ordinance in full in advance of the election, as determined by the Commission, shall have been paid to the **Treasurer** by the grantee. There shall be granted no exclusive franchise nor one for a term longer than thirty years.



**ARTICLE III – MEDICAL MARIHUANA FACILITIES**

*Sec. 18-144. - Requirements and procedure for issuing permits. modified*

(a) No person shall operate a medical marihuana facility in the City of Buchanan without a valid medical marijuana facility ("MMF") permit issued by the city pursuant to the provisions of this [section] . . .

(c) Upon receipt of a completed medical marihuana facility permit application meeting the requirements of this section and confirmation that the number of existing permits does not exceed the maximum number established by this section, the city clerk shall refer a copy of the application to each of the following for their review and approval, the police department or their designee, the fire department or their designee, the building department, the zoning administrator and the city **treasurer** or their designee. Once applications are verified by each department to be sufficiently complete and comprehensive, the city clerk shall forward the applications to the city commission. (d) The city attorney or their designee has addressed any requests for an opinion from city staff during its review process. (e) Permittees shall report any other change in the information required by subsection (b) above, to the city within ten days of the change. Fees shall be set by commission resolution for any stakeholder added after the original application is filed.

**Labor Classification**

The City Treasurer is a supervisor-level salaried position that is generally exempt from overtime requirements under the Fair Labor Standards Act ("FLSA"). The City Treasurer is also considered to be supervisor for purposes of the National Labor Relations Act ("NLRA"), as the Treasurer is considered to have authority, in the interest of the City of Buchanan, to assign and reward other employees, as described above, as well as the authority, in the interest of the City of Buchanan, to direct other employees, as described above, and that the Treasurer's exercise of such authority is not of a merely routine or clerical nature, but requires the use of independent judgment.

**Required Physical Activities**

The following physical activities are generally necessary for the proper execution of the job of City Treasurer. These physical activities may be accomplished either with or without reasonable accommodations:

| <b>Physical Activity</b>  | <b>Frequency:<br/>(N) Never, (O) Occasionally,<br/>(C) Constantly</b> |
|---|---|
| Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like.    | O   |
| Remaining in a statutory position, often standing or sitting for prolonged periods. | F   |
| Moving about to accomplish tasks or moving from one worksite to another.            | O   |
| Adjusting or moving objects up to 20 pounds in all directions                       | O   |
| Adjusting or moving objects up to 5 pounds in all directions                        | F   |
| Communicating with others to exchange information.                                  | F   |
| Repeating motions that may include the wrists, hands and/or fingers.                | F   |
| Operating computer equipment, copy machines, fax machines, and scanners.            | F   |
| Moving and reading heavy bound books and binders.                                   | F   |
| <b>Physical Demands</b>   |   |
| Sedentary work that primarily involves sitting/standing.                            | F   |
| Light work that includes moving objects up to 20 pounds.                            | O   |