

**RESOLUTION DESIGNATING THE MUNICIPAL CLERK TO OPEN MUNICIPAL MAIL  
DELIVERED TO THE CITY'S MAILING ADDRESS**

**WHEREAS**, the City of Diamondhead finds it necessary to ensure mail, regardless of who it is addressed to, is opened and processed in a timely manner; and

**WHEREAS**, the City of Diamondhead finds it necessary to appoint a designee to open municipal mail delivered to the City's mailing address.

**NOW, THEREFORE, IT IS HEREBY ORDERED BY THE MAYOR AND CITY  
COUNCIL OF THE CITY OF DIAMONDHEAD, MISSISSIPPI:**

To appoint the Municipal Clerk as the designee to open municipal mail delivered to the City's mailing address.

The above and foregoing resolution, after having been first reduced to writing, was introduced by Councilmember \_\_\_\_\_, seconded by Councilmember \_\_\_\_\_ and the question being put to a roll call vote, the result was as follows:

	Aye	Nay	Absent
Councilmember Knobloch	___	___	___
Councilmember Lopez	___	___	___
Councilmember Woolbright	___	___	___
Councilmember Sislow	___	___	___
Councilmember Rech	___	___	___
Mayor Schafer	___	___	___

The motion having received the affirmative vote of a majority of all of the members of the Governing Body, the Mayor declared the motion carried and the resolution adopted, this the \_\_\_\_ day of \_\_\_\_\_, 2016.

ATTEST:

\_\_\_\_\_  
KRISTIN VENTURA, CITY CLERK

\_\_\_\_\_  
THOMAS E. SCHAFFER, IV, MAYOR

(SEAL)

**RESOLUTION AUTHORIZING THE MAYOR AND CITY COUNCIL (THE "GOVERNING BODY") OF THE CITY OF DIAMONDHEAD, MISSISSIPPI (THE CITY), TO VACATE AND/OR ABANDON A DRAINAGE/UTILITY EASEMENT ALONG THE COMMON PROPERTY LINE BETWEEN LOTS 32 AND 33, GLEN EAGLE SUBDIVISION PHASE 1, HANCOCK COUNTY LOCATED WITHIN THE CITY**

WHEREAS, the Mayor and City Council (the Governing Body) of the City of Diamondhead, Mississippi (the City), acting for and on behalf of the City, hereby finds and determines as follows:

1. The City currently possesses a 5' drainage and utility easement on each side of the common property lined between lots 32 and 33, Glen Eagle Subdivision Phase 1;
2. David and Rita Beckner are the owners of lots 32 and 33 Glen Eagle Subdivision Phase 1. The physical address is 7433 Turnberry Drive. The ad valorem tax parcel numbers are 067N-1-35-010.000 and 067N-1-35-011.000 (Lots are combined). Construction and site plans and a building permit application have been submitted for the construction of a new single family house (See attached plot plan).
3. Comments from the Diamondhead Water and Sewer District reflect no water and sewer in the selected easements. Comments from the Diamondhead Public Works Department and CEPA reflect selected easements are not needed (See attached comments).
4. Further, the City hereby abandons and/or vacates the drainage/utility easement as petitioned due to no apparent need for the drainage/utility easement. These drainage/utility easements are 5' drainage and utility easements on each side of the common property lined between lots 32 and 33, Glen Eagle Subdivision Phase 1; except the width of the 10' drainage easement of the front and rear property lines.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY, AS FOLLOWS:

SECTION 1. That the Governing Body of the City will hereby abandon the selected drainage/utility easements with respect to Lots 32 and 33 described in bullet #4.

SECTION 2. It is agreed and understood that David/Rita Beckner or their representative will be responsible for the filing of all necessary documents with the Chancery Clerk of Hancock

County, Mississippi.

The above and foregoing resolution, after having been first reduced to writing, was introduced by Councilmember \_\_\_\_\_, seconded by Councilmember \_\_\_\_\_ and the question being put to a roll call vote, the result was as follows:

	Aye	Nay	Absent
Councilmember Knobloch	___	___	___
Councilmember Lopez	___	___	___
Councilmember Woolbright	___	___	___
Councilmember Sislow	___	___	___
Councilmember Rech	___	___	___
Mayor Schafer	___	___	___

The motion having received the affirmative vote of a majority of all of the members of the Governing Body, the Mayor declared the motion carried and the resolution adopted, this the \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

(SEAL)

RESOLUTION OF THE CITY OF DIAMONDHEAD AMENDING THE JOB DESCRIPTION  
OF THE CITY CLERK

The Council for the City of Diamondhead has appointed a City Clerk to serve the City of Diamondhead pursuant to Mississippi Code 1972 Sections: 21-15-17, 21-15-19, 21-15-21, 19-13-29, 21-35-13, 21-39-5 and 21-39-19.

WHEREAS, it is the desire of the Council to adopt an amended job description attached herewith consistent with statutory duties set for by Mississippi Law as well as duties it deems necessary to ensure proper functioning of its municipal offices;

NOW THEREFORE BE IT RESOLVED, the Council for the City of Diamondhead does hereby adopt the job description attached herewith and amends the duties of the City Clerk in accordance thereto.

I hereby certify that the above and forgoing Resolution was adopted in the affirmative by the following vote of the Council of the City of Diamondhead on the \_\_\_\_\_ day of \_\_\_\_\_, 2016.

	Aye	Nay	Absent
Mayor Schafer	_____	_____	_____
Councilmember Knobloch	_____	_____	_____
Councilmember Lopez	_____	_____	_____
Councilmember Woolbright	_____	_____	_____
Councilmember Rech	_____	_____	_____
Councilmember Sislow	_____	_____	_____

Seal

ATTEST: \_\_\_\_\_  
JEANNIE KLEIN, CITY CLERK

APPROVED: \_\_\_\_\_  
THOMAS SHAFER, IV MAYOR

# City of Diamondhead

## General Administration Dept. – City Clerk

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**Department:** Administration

**EEO Category:** Professional

**FLSA Status:** Exempt

**Date Approved:** May 7, 2012

### **Purpose of Position**

The primary responsibilities of the City Clerk are defined by state statute and include, but are not limited to, serving as guardian of the city seal, guardian of all official records, voter registrar, and election supervisor. The position has been vested with additional duties by local ordinance to include conducting, validating, and publishing bond sales, dealing with multiple state agencies, and all city departments. The City Clerk shall report directly to the Council under daily supervision of the City Manager in the performance of various duties.

### **Position Duties**

- Supervise schedules and review assistant clerks
- Supervise and conduct city elections, register voters
- Conduct, validate, and publish city bond sales, accept delivery and sign bonds
- Guardian of the city seal and all official city documents
- Attend Council meetings, supervise, publish and give official notice of ordinances and council business
- Performs the work involved in the maintenance of official City documents, resolutions, ordinances, and records.
- Verifies filing of documents with proper officials and offices.
- Provides on request any and all official documents for examination as required by law.
- Answers questions from the public and officials regarding ordinances, resolutions, and official actions.
- Takes affidavits in the absence of the Municipal Court Clerk.
- Administers the City's licensing function in accordance with City Codes, City policies, and State Statutes.
- Forwards insurance claims to insurance carriers/workers' compensation.
- Serves a Human Resource officer.

Proposed 05.03.16

- Other duties as assigned

**Desirable Knowledge, Skills and Abilities**

- Thorough and extensive knowledge of municipal government
- Knowledge of city, state, and federal policies, rules, ordinances, and laws
- Excellent communications skills--both written and oral
- Knowledge of common accounting and bookkeeping principals
- Ability to use standard office machinery such as computer, fax, or photocopier
- Ability to establish and maintain effective working relationships as necessitated by work assignments
- Ability to effectively communicate with citizens, city personnel, and other city administrators

**Education, Certification and Experience Required**

- High school diploma or GED equivalent
- Courses in office management preferred
- Prior supervisory experience preferred
- Municipal clerk certification preferred

**PHYSICAL DEMANDS AND WORKING CONDITIONS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical requirements include occasional lifting/carrying of 10+ pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to sitting, standing, reaching, walking, twisting and kneeling to perform the essential functions. Working conditions are primarily inside an office environment.

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Employee

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Date

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Supervisor

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Date

RESOLUTION OF THE CITY OF DIAMONDHEAD ABOLISHING THE COMPTROLLER POSITION, CREATING THE POSITION OF TREASURER AND ADOPTING THE JOB DESCRIPTION FOR SAME

The Council for the City of Diamondhead finds it necessary to restructure the position serving as financial officer for the City.

WHEREAS, it is the desire of the Council to abolish the position of Comptroller;

WHEREAS, the Council further desires to create the position of Treasurer and to adopt the job description attached herewith consistent with statutory duties set for by Mississippi Law as well as duties it deems necessary to ensure proper functioning of its municipal offices;

AND WHEREAS, the Council further authorizes the City Manager to negotiate an annual salary for the Treasurer within budgetary confines; all having final approval of the Council.

NOW THEREFORE BE IT RESOLVED, the Council for the City of Diamondhead does hereby abolish the Comptroller position, creates the position Treasurer, adopts the job description attached herewith, and authorizes its City Manager to negotiate salary for same all with final approval of the Council.

I hereby certify that the above and forgoing Resolution was adopted in the affirmative by the following vote of the Council of the City of Diamondhead on the \_\_\_\_\_ day of \_\_\_\_\_, 2016.

	Aye	Nay	Absent
Mayor Schafer	_____	_____	_____
Councilmember Knobloch	_____	_____	_____
Councilmember Lopez	_____	_____	_____
Councilmember Woolbright	_____	_____	_____
Councilmember Rech	_____	_____	_____
Councilmember Sislow	_____	_____	_____

Seal

ATTEST: \_\_\_\_\_  
JEANNIE KLEIN, CITY CLERK

APPROVED: \_\_\_\_\_  
THOMAS SHAFER, IV MAYOR

## City of Diamondhead

### **TREASURER**

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#### **NATURE OF WORK**

This is administrative and professional work managing all budget, fiscal, accounting, auditing, revenue administration and treasury management activities for the City.

Work includes responsibility for assisting in the planning and in the organizing of all phases of the City's municipal accounting or budgeting activities. Work requires application to the principles and practices of public finance. The Treasurer is hired by and reports to the Council, managed by the City Manager and supervised daily work is performed under the supervision of the City Clerk with considerable independence in developing and effecting improved work methods and procedures. Questions relating to major program objectives, policy interpretations and work priorities are discussed with City Manager. Work is reviewed and evaluated through periodic conferences and discussions and on basis of adherence to established policies and deadlines.

#### **ILLUSTRATIVE EXAMPLES OF WORK**

- \* Organizes and manages operations of the accounting and auditing or budget activity; participates in the development and implementation of policies and procedures governing operation of these functions.
- \* Prepares and maintains budget and accounting estimates records and accounting reports and files. payrolls, statements, reports, analyses and forms. Reviews and makes recommendations to the City Clerk and City Manager on budget estimates and requests. Assists in the preparation of department budgets and prepares comparable reports and statistical analyses.
- \* Recommends to the City Clerk revised procedures, forms and systems to facilitate the collection, processing and dissemination of financial information.
- \* Works with Department Heads, City Clerk and the City Manager to develop budget proposals for submission and approval to the City Council.
- \* Implements budget amendments as required and presents to the City Council.
- \* Assists State and private auditors in both annual and special audits.
- \* Performs internal audits of the general ledger and subsidiary ledgers to ensure correctness of procedures and accuracy of record-keeping and makes adjustments as required.
- \* Participates in the preparation of special studies, analyses and statistical compilations as required.

- \* Performs related work as required.

**DESIRABLE KNOWLEDGES, ABILITIES, AND SKILLS**

- \* Knowledge of the principles and practices of governmental accounting, auditing, budgeting and financial administration and management.
- \* Knowledge of modern accounting and office procedures and equipment, including application of electronic data processing to the preparation, maintenance and analysis of fiscal/financial data.
- \* Ability to apply and adapt established budget, fiscal and accounting methods to varied and complex work situations and operating problems.
- \* Ability to express ideas effectively, orally and in writing.
- \* Ability to establish and maintain effective working relationships with elected officials, department heads, employees and the general public.

**DESIRABLE EDUCATION AND EXPERIENCE**

- \* Graduation from an accredited college or university with major course work in accounting
- \* CPA licensure preferred but not required, considerable responsible experience, minimum 3 years', in public finance/budget/accounting/auditing administration.

**PHYSICAL DEMANDS AND WORKING CONDITIONS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical requirements include occasional lifting/carrying of 10+ pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to sitting, standing, reaching, walking, twisting and kneeling to perform the essential functions. Working conditions are primarily inside an office environment.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date