

CITY OF FOWLER – JOB DESCRIPTION

TITLE: CITY CLERK

REPORTS TO: MAYOR

RESPONSIBILITIES:

As the City Clerk responsibilities are: Utility billing, taking utility payments, accounts payable, pay role, federal and state tax withholdings, sales tax, quarterly taxes, accounting and budgets. Attend Council Meetings and take notes. Manage web site. Work with contractors to get bids and schedule work. Also getting grants to help the community.