

**DATE: October 14, 2014**  
**CITY OF RIO COMMUNITIES**  
**ORDINANCE # 2014-27**

**CHAPTER 2: ADMINISTRATIVE AND PERSONNEL**

**ARTICLE 7: MUNICIPAL CLERK/TREASURER**

**Section 1 APPOINTMENT**

**Section 2 GENERAL DUTIES**

**Section 3 OATH AND BOND**

**Section 4 CUSTODIAN OF CITY SEAL, DOCUMENTS, AND RECORDS**

**Section 5 JOB DESCRIPTION**

**2-7-1 APPOINTMENT**

The City Clerk/Treasurer shall be appointed by the Mayor, with the approval of the City Council. NMSA 1978 § 3-11-5.

**2-7-2 GENERAL DUTIES**

It shall be the duty of the city clerk/treasurer to attend all meetings of the Council, keep minutes of all its proceedings and record the minutes in a book provided by the City and kept in the office of the City Clerk.

**2-7-3 OATH AND BOND**

The City clerk/treasurer shall, prior to entering into or performing the duties of the office of city manager, take an oath or affirmation complying with the provisions of the oath set forth in NMSA 1978. § 3-10-2. The City clerk/treasurer shall, within ten days after entering into the duties of office, furnish a surety bond in an amount and in such form as is set an approved by the City Council, conditioned upon the faithful discharge of the duties of such office. The City shall pay the premium of the bond.

**2-7-4 CUSTODIAN OF CITY SEAL, DOCUMENTS, AND RECORDS**

The city seal shall be kept in the office of the city clerk/treasurer and shall be affixed to all instruments and papers, which by law or ordinance are required to be attested by the city seal. The city clerk/treasurer shall have custody of and shall safely keep all public records, documents, ordinances, resolution and orders of the city council and such papers and documents as may be delivered into custody of the city clerk.

**2-7-5 JOB DESCRIPTIONS**

A comprehensive current job description will be on file in the Policy and Procedure Manual for the City.

APPROVED, ADOPTED AND SIGNED this 14<sup>th</sup> day of October 2014 by the Governing Body of the City of Rio Communities.

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Mark Gwinn, Mayor

City of Rio Communities

ATTEST: \_\_\_\_\_

Mary Lee Serna, Mayor  
Pro Tem

City of Rio Communities

(SEAL)