

**CITY CLERK****DEFINITION**

Under administrative direction of the City Administrator, plans, organizes and provides direction and oversight to and personally performs professional level work in support of all City Clerk functions and activities, which include conduct of elections, custody and access of public records, including a City-wide records management program, preparation of agenda materials and minutes and maintenance of the City code; provides for the collection of business license taxes; processes claims against the City and coordinates risk management functions with a third-party administrator; coordinates the City's information services functions including management of the government access television station and the City's website; provides assistance to City management staff in areas of expertise; and performs related work as assigned.

**CLASS CHARACTERISTICS**

The City Clerk administers a variety of programs through City staff and the use of professional and technical contractors. Responsibilities including providing support services to the City Administrator and the City Council, coordinating the activities of the department with those of other elected and appointed officials and managing and accomplishing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering City goals and objectives within general policy guidelines. Assignments allow for a high degree of administrative discretion in their execution.

**EXAMPLES OF DUTIES** (Illustrative Only)

- Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the office; prepares and administers the budget for the City Clerk's Office and the government access television station.
- Plans, organizes, administers, reviews and evaluates the work of staff.
- Provides for the selection, training, and work evaluation of department staff; authorizes discipline as required; provides policy and procedural guidance and interpretation to staff.
- Administers City elections, including preparing candidate guidelines, administering the candidacy and nomination process, providing information to candidates regarding procedural and disclosure requirements and publishing election notices and results within legal guidelines.
- Administers the City's records management program and serves as the official record keeper for the City, supervising the preparation and posting of agendas, minutes, ordinances and the City Code and ensuring compliance with all state and federal regulations.
- Oversees the collection of business license taxes and the issuance of business licenses.
- Prepares and recommends long-range plans for the City's central computer applications and develops specific proposals for action.
- Provides administrative oversight of the City's government access television station, including program acquisition, scheduling and selection and production of local programs.

- Develops and maintains the City's website, including posting of agendas, minutes, job openings, various reports and general information related to all City departments and functions.
- Maintains historic information regarding the City in an automated archive and provides information to students and the general public.
- Accepts and processes claims against the City and works with City management staff and the third-part administrator to control risk exposure.
- Prioritizes and allocates available resources; reviews and evaluates program and service delivery, makes recommendations for improvement and ensures maximum effective service provision.
- Prepares and directs the preparation of a variety of clear and concise reports, correspondence, ordinances and other written materials.
- Monitors changes in laws, regulations and technology that may affect office operations; implements policy and procedural changes as required.

## **QUALIFICATIONS**

### **Knowledge of:**

- Administrative principles and practices, including goal setting, program development, implementation and evaluation and supervision of staff.
- Principles and practices of budget development, administration and accountability.
- Principles, practices and procedures related to public agency record keeping, municipal elections and the City Clerk function.
- Functions, authority, responsibilities and limitations of an elected City Council.
- Automated and manual records management principles and practices, including legal requirements for recording, retention and disclosure.
- Standard office practices and procedures, including the operation of standard office equipment.
- Computer applications related to the work and to the implementation of a City-wide information systems program.
- Applicable laws, codes and regulations.
- Techniques for dealing with a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone.

### **Skill in:**

- Planning, organizing, administering, coordinating, reviewing and evaluating staff and activities of the City Clerk office.
- Meeting all legal requirements of the function in a timely and effective manner.
- Coordinating municipal elections within legal guidelines.
- Overseeing and coordinating maintenance of the official records of the City.
- Interpreting, applying and explaining complex laws, codes, regulations and ordinances.
- Scheduling, assigning, supervising, reviewing and evaluating the work of staff.

- Selecting, training and motivating staff.
- Developing and implementing goals, objectives, policies, procedures, work standards and internal controls for the office.
- Negotiating and administering professional service contracts.
- Preparing clear and concise reports, correspondence, policies, procedures and other written materials.
- Using tact, initiative, prudence and independent judgment within general policy and legal guidelines.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

**Education and Experience:**

Equivalent to possession of an Associate of Arts degree with major coursework in public administration, public policy or a closely related field and four years of office administrative experience which has included records management and the interpretation of laws and ordinances. Experience as outlined above may be substituted for the education on a year for year basis to a maximum of two years. Previous lead or supervisory experience, experience in a public agency setting and experience in implementing information and/or records management systems are highly desirable.

**License:**

Possession of certification as a Certified Municipal Clerk is desirable

**Working Conditions:**

Must be available to attend off-hours meetings.

**Physical Demands:**

Must possess mobility to work in a standard office setting, to use standard office equipment, including a computer, and to travel to various sites throughout the City; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.