

CITY CLERK
JOB DESCRIPTION

Position Title: City Clerk
Department: Clerks
Reports to: Mayor
Employee Group: Non-Union/Director
FLSA Status: Exempt – Executive

Overview: Appointed by City Council to work under the administrative direction of the Mayor; plans, organizes, and directs department activities; serves as clerk to the City Council, acts as City’s official records manager, chief election official and chief accountant. Also responsible for operation of municipal cemetery and issuance of permits and licenses.

ESSENTIAL DUTIES

- Provides administrative and staff support to City Council and designated boards, commissions and committees; prepares notifications, agendas and information packets; records official Council actions as determined by statute.
- Acts as records manager for the City, implements city-wide records management program and maintains all official City records of Council, boards, commissions and committees.
- Responsible for publication and re-codification of City ordinances.
- Ensures that all elections are executed in accordance with statute and regulation; serves as member of Elections Commission and City Canvassing Board.
- Administers all oaths required by State law, City Charter and ordinances.
- Responsible for vital statistics reporting, including all births and deaths within the city.
- Responsible for system of accounts and accurate accounting of all city financial transactions.
- Issues permits and licenses; coordinates requests for liquor licenses.
- Responds to inquiries and requests for information; designated Freedom of Information Act coordinator for the City.
- Oversees operation of municipal cemeteries; serves on Cemetery Board.
- Responsible for collection and distribution of mail within City departments.
- Develops short and long-term goals, policies and procedures for department
- Prepares and presents department’s annual budget.
- Ensures compliance with work safety standards and practices.
- Performs other duties as designated.

Education & Directly Applicable Experience

Bachelor's Degree and ten years directly related supervisory level municipal experience, including legislative staff support, municipal elections, and records management; or related Master's degree and over five years directly related experience; or an equivalent combination of directly related experience and education that results in the ability to perform essential duties.

Other Qualifications

Master Municipal Clerk (MMC) or Certified Municipal Clerk (CMC) designation preferred; proficiency with office computers and related business applications.

Supervisory Controls

The work is performed under broad direction; the supervisor provides administrative direction with assignments in terms of broadly defined missions or functions. The employee has responsibility for planning, designing and carrying out programs, projects, studies or other work independently.

Supervision Given

This position supervises the following positions:

- City Council Liaison
- City Accountant
- Deputy City Clerk
- Sexton

Guidelines

Administrative policies and precedents are applicable but are stated in general terms; guidelines for performing the work are scarce or of limited use. The employee uses initiative and resourcefulness in deviating from traditional methods or researching trends and patterns to develop new methods, criteria, or propose new policies.

Complexity

The work consists of broad functions and processes. Assignments are characterized by breadth and intensity of effort and involve several phases being pursued concurrently or sequentially with the support of others within or outside of the organization. Decisions relate to largely undefined issues and elements, requiring extensive probing and analysis to determine the nature and scope of the problems. The work requires continuing efforts to establish concepts or programs, or to resolve major organizational problems.

Scope and Effect

The work involves planning, developing, and administering programs essential to the mission of the agency or that affect a large number of people on a long-term or continuing basis.

Personal Contacts

Personal contacts are with high-ranking officials, and individuals or groups from within and outside the organization in a moderately unstructured setting and involve attempts to resolve problems or promote standards where diverse interpretations may result.

Purpose of Contacts

The purpose is to justify, defend, negotiate or settle matters involving significant or controversial issues through active participation in conferences, meetings, hearings or presentations involving problems or issues of considerable consequence or importance. The persons contacted typically have diverse viewpoints, goals, or objectives requiring the employee to achieve a common understanding of the problem and a satisfactory solution by convincing them, arriving at a compromise, or developing suitable alternatives.

Physical Demands

The work is generally performed in an office environment. Typically, the employee may sit comfortably to do the work. However, there may be some walking, standing, stooping, carrying of light items such as papers, books, or small parts, or driving an automobile and limited occasional lifting of objects weighing in excess of 25 pounds.

Work Environment

The work environment involves everyday risks or discomforts that require normal safety precautions. Use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals are minimally required.

Created on February 16, 2005; by Pamela M. Lee, Director of Human Resources

Mayor’s Approval: _____ **Date** _____

Council Approval: _____ **Date** _____