

**City Clerk**

Bargaining Unit: Non-Represented

Class Code:
4112CITY OF LACEY
Revision Date: Nov 6, 2012**SALARY RANGE**

\$5,516.82 - \$6,559.04 Monthly

FLSA:
Exempt**BASIC PURPOSE:**

Responsible for administration and supervision of:

- ε The provision of coordination and support to City Manager and City Council.
- ε Compliance with the statutory provisions of the office of City Clerk.
- ε Management of the City's Records Management Program.
- ε Supervises administrative office staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are examples and are not inclusive of all duties the incumbent may perform:

Supervises administrative staff and provides customer service support for the City Manager and the City Council. Manages general office operations.

Coordinates and develops programs for special events. Works on special projects as assigned, including research and analysis of information.

Responds to and prepares correspondence.

Provides liaison and administrative assistance to the City Manager and City Council by serving as a vital communication and information "link" between the public, City Manager, and City Council.

Oversees the scheduling of all meetings, special events, and public functions of the Council and City Manager.

Assists City Manager and Council by screening, prioritizing, and responding to incoming correspondence, information and requests. Assists City Manager and City Council with various tasks as requested.

Attends Council and Council Committee meetings, including work-sessions and/or special meetings. Sets up for meetings, including recording equipment and microphones for the meetings.

Responsible for coordinating the pending agendas for all meetings. Supervises the preparation of agenda packets and notices. Prepares minutes of Council and Council Committee meetings, oversees the publication of ordinances, legal notices and ensures notification of special sessions and Council hearings is timely.

Ensures public hearings, legal publication, and recording for annexations and street vacations meet legal requirements. Responsible for ensuring that notice of public hearings meet associated legal requirements. Oversees the codification, distribution and publication of ordinances into the Lacey Municipal Code, and the maintenance of Council resolution records.

Responsible for all official City records of the City. Maintains a legislative history of official City business and is responsible for a comprehensive and detailed cross indexing system of City records. Records deeds and easements. Oversees the records management of City contracts, ordinances, resolutions, and official City records.

Monitors city contract liability insurance for all contracts and reminds departments when liability insurance has expired.

Coordinates and implements the Records Management Program for the entire City. Revises the records retention and retrieval schedules to meet changing conditions. Supervises the microfilming and destruction of records.

Monitors elections and ballot proposition activity for the City and administers any associated City processes.

Serves as custodian of the Official Seal of the City and affixes seal to documents as required, attests the Mayor's signature on all official records and documents.

Responds to requests for public disclosure, coordinates with the City Attorney's office, and oversees the City's collection and provision of documents. Provides general information to the public, other City departments, County, State, and other jurisdictions. Prepares the official City record for court cases.

Administers Human Services Resource Council (HRSC) grants and other social service and public service agencies, including writing letters requesting budget proposals, writing letters of allocation or denial, preparing contracts, reviewing invoices, and disbursement of funds.

Performs notary services for the City and public.

Attends evening meetings and works overtime as required.

Performs other work and special projects as assigned by the City Manager.

QUALIFICATIONS:

College level education in records management, business or public administration, or related field and five years of progressively responsible work experience in a clerical, legal secretary, or administrative position with an emphasis on parliamentary procedure, municipal clerk requirements, and records management. Must have a minimum of three years experience with computer and word processing systems. Other combinations of education and experience providing the required level of knowledge and ability will be evaluated on an individual basis for comparability.

- ε Previous Records Management experience and one to two years municipal work experience preferred.
- ε Shorthand and/or ability to accurately notate and record legislative actions and read back motions.
- ε Ability to type 60 WPM.
- ε Certification as a Notary Public within six months of hire and certification as Municipal Clerk within 3 years of hire.
- ε Must maintain a level of physical and mental fitness necessary to perform the required duties of the position.
- ε Must pass background investigation and have a valid Washington State driver's license and a driving record acceptable to the City's insurance carrier or be able to provide own transportation to work and meetings.
- ε Must be bondable.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ε Thorough knowledge of state law as it relates to the City Clerk function.
- ε Ability to plan, assign, and supervise the work of other employees assigned to support the records program.
- ε Ability to express ideas effectively both orally and in writing.
- ε Ability to write clear, accurate, and comprehensive minutes of Council and Committee meetings.
- ε Ability to organize and analyze data, think conceptually and exercise independent judgment.
- ε Ability to develop and maintain effective working relationships with officials, City employees and the general public.
- ε Ability to handle detailed, complex, and sensitive materials with judgment and diplomacy.
- ε Must demonstrate competency and knowledge in the field of records management, including archive requirements.
- ε Must have a thorough working knowledge of parliamentary procedure and Roberts Rules of Order.
- ε Looks for opportunities to build trust; is willing to give "because's"; follows up on answers; researches more data if needed; willing to be helpful; willing to negotiate schedule to accommodate another's needs; and is willing to use both good verbal and non-verbal behavior to show an open, accepting attitude.

- ε Meets the City's performance standards for interpersonal team behavior, supervision, and customer service.
- ε Portrays an image of knowledge, confidence, professionalism, fairness and caring. Dress is appropriate for the position, as a result the City Manager's Office and City Council are portrayed in a positive, professional, "service" related manner.

FLSA STATUS

This position will require early morning, lunchtime and evening work in addition to the regular work week. This position is FLSA exempt. The incumbent does not earn overtime or accrue compensatory time for hours worked over 40 per week.