GENERAL DESCRIPTION

Assist the Finance Director/City Clerk to organize and perform City Clerk functions, and create and maintain systems to store and retrieve official City documents and records.

Assist the City Administrator/HR Director to organize the City's personnel systems and services. Assist departments in recruitment and selection, administration of job classification and wage plans, employee training and development, contract negotiations and administration, and compliance with employment regulations and guidelines as dictated by federal, state and municipal laws.

SUPERVISION

Works under the direct supervision of the Finance Director/City Clerk.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Prepare and distribute City Council agendas and supporting materials; compose and issue legal notices in compliance with State law. Publish notices and maintain official City records for Council meetings, Council workshops and ordinances. Attend City Council meetings and record proceedings; compose, dictate, edit and file official City Council meeting minutes.

Plan, organize, coordinate and evaluate codification of ordinances to support City departments and outside agencies in compliance with municipal law, including review and codification of ordinances and supervision of code supplement issuance.

Research and submit policy changes to code for council approval. Prepare council staff reports and work orders.
Serve as custodian of official City records and public documents; maintain filing system for official City records; manage records program for the City assuring compliance with legal requirements and disclosure regulations; maintain inventory of records within the City; submit reports to the State as necessary for destruction of records.

Respond to public records requests and inquiries from citizens, civic groups and other agencies, and provide information accordingly. Communicate with City officials, City Attorney, City departments, citizens, advisory boards and commissions, and outside agencies, performing research and providing information as required.

Coordinate employee recruitment and selection process for the finance department. Administer the city’s drug and alcohol testing program. Maintain personnel files.

Serves as the liaison with the insurance pool. Accepts claims for damages and other legal process papers. Maintains the City’s property and auto schedule, ensuring information is accurate and up to date. Ensures incident reports and other claims paperwork are completed. Coordinates the annual WCIA audit.

Performs other duties and responsibilities as required or assigned.

PERIPHERAL DUTIES

Perform general administrative duties for the Mayor, City Administrator and Finance Director/City Clerk as assigned.

Perform backup duties and responsibilities to the City’s front counter as assigned by the Finance Director/City Clerk.

Must attend all regular and special City Council meetings, which involves working evenings and weekends.

Oversee the city’s wellness program by preparing long- and short-term goals and activities to meet award criteria and maintain the city’s insurance premium discount

Post information to the city’s website

May serve as a Notary public.
DESIRED MINIMUM QUALIFICATIONS

Education and Experience

A. An associate's degree (A.A.) or equivalent from a two-year college or technical school;
B. Three to five years of increasingly responsible related experience and/or training or;
C. Any equivalent combination of education and experience necessary to perform the essential functions of the position. Municipal experience is preferred.

Necessary Knowledge, Skills and Abilities

1. Knowledge of: functions, activities and responsibilities of the City Clerk's office; City organization, operations, policies and objectives; State and local laws and regulations regarding public records, public meetings and legal notices. Some knowledge of structure and operations of State, County and municipal governments; parliamentary procedure; budget preparation and control; records management systems, techniques and technology; basic research methods; interpersonal skills, using tact, patience and courtesy.

2. Ability to: plan and organize operations of the City Clerk’s office; maintain confidentiality of politically sensitive materials and information; research, analyze, interpret, organize and report on data; communicate effectively both orally and in writing; read, interpret, apply and explain codes, rules, regulations, policies and procedures; establish and maintain cooperative and effective working relationships with others; analyze situations accurately and adopt an effective course of action; meet schedules and legal time lines; work independently with little direction; plan and organize work.


Ability to communicate effectively both orally and in writing;

Ability to establish and maintain effective working relationships with other employees, elected officials, agencies and the general public;

Handle stressful situations, maintaining composure while under pressure;
Provide quality customer service to the public, demonstrating a professional and can-do attitude;

Perform at a level commensurate with length of service;
Produce a quality work product in a timely and efficient manner;

Manage multiple tasks at one time and follow through on commitments;

Use good judgment in making decisions;

Provide innovative solutions to difficult problems. Initiative to take on assignments without being asked;

Works as a member of a team, treating others fairly and consistently and exhibiting a positive attitude;

Follow rules provided by the City’s Personnel Policy Manual.

SPECIAL REQUIREMENTS

This position may be required to use city vehicle periodically. Valid State Driver’s License or ability to obtain one within 30 days of hire and a good driving record is required.

Certified Municipal Clerk (CMC) designation is desirable.

TOOLS AND EQUIPMENT USED

Personal computer; 10-key calculator; phone; copy machine; fax machine; scanner.

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is frequently required to walk, use hands to finger, handle or operate objects or controls and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.
WORK ENVIRONMENT

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually relatively quiet.

SELECTION GUIDELINES

Formal application, rating of education and experience, oral interview and reference check, job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.