

CITY OF SPOKANE VALLEY
POSITION DESCRIPTION

Class Title: City Clerk
Department: City Manager
Division: City Clerk
Date: October 2, 2015

Job Code Number: 135
Grade Number: 16
FLSA Status: Exempt
Location: City Hall

GENERAL PURPOSE

This is a highly responsible professional position that works directly with the City Manager, Department Heads, Mayor and Council. Works with all City departments and has considerable contact with State and County agencies, elected officials and the general public. The scope and responsibility of the City Clerk is regulated to some extent by statute and code, but works with a great deal of independence within these limits.

SUPERVISION RECEIVED:

Works under the general direction of the City Manager.

SUPERVISION EXERCISED

Exercises supervision over the Deputy City Clerk and other support staff as assigned; and annually evaluates assigned staff .

ESSENTIAL DUTIES AND RESPONSIBILITIES

Legal Notices:

Oversees the preparation, publication, and filing of legal notices such as public hearings, special Council meetings, advertisements for bids, summary ordinance publications, etc., in accordance with established procedures and legal requirements.

Documents and Records Preparation and Management

Serves as custodian of official City records and public documents; performs the official certification and recording for the City as required on legal documents and any other City records requiring such certification.

Oversees the Records Management program for the City assuring compliance with legal requirements for all City records concerning retention and destruction.

Reviews and attests to the Mayor's signature on ordinances and resolutions.

Reviews and attests to the City Manger's signature on all contracts and agreements.

Prepares and maintains proclamations, ordinances and resolutions.

Files ordinances and resolutions of the council and oversees the codification of ordinances into

the municipal code, both on-line and hard copy.

Oversees the codification of amendments into the Comprehensive Plan, both on-line and hard copy.

Staff Training

Trains city staff on the various aspects of the Public Record Act, Open Public Meeting Act, use of Laserfiche repository, and general document management and retention.

Public Interaction and Public Records

Is the designated and appointed agent of the City of Spokane Valley to receive claims for damages under the provisions of RCW 4.96.020. Accepts lawsuits, subpoenas and other legal papers served on the City.

Coordinates requests of others to use the City Logo.

Provides public records and information to the public, the media and other agencies as requested and as per the Washington State Public Records Act.

Prepares and advertises meeting agendas, bids and other advertisements, and legal notices of public hearings and special meetings, and is familiar with the regulations concerning the Open Public Meetings Act.

Officiates at all bid openings.

Council and Council Meetings

Reviews agenda items and supporting documents (such as memorandums, ordinances, resolutions, agreements, PowerPoint presentations) from each department for the City Council Agenda Packets to ensure they are accurate and properly prepared prior to final review by the City Manager, and ensures the Council packet materials are complete.

Prepares and distributes agendas, supporting documents and materials, minutes and summaries of meetings, maintains electronic copies in the City's repository, and archives hard copy documents.

Attends regular and special city council meetings; ensures as much as possible that there will be an accurate recording of the council meeting proceedings; prepares meeting minutes using proper legislative terminology; records, indexes, and files appropriate public records, and distributes information as requested.

During Council meetings, serves as the Council meeting parliamentarian.

Coordinates the volunteer opportunities for City and community boards, commissions and committees for Councilmembers and volunteer committee members.

Historian

Maintains and updates Council profiles, positions, and elected officials' history.

Maintains database of all issues connected with Council meetings.

Elections

Serves as the election official for the City, and coordinates with the Spokane County Department of Elections for General Municipal Elections, along with special elections called by the City Council.

Administers oath of office to public officials and appropriate staff.

Miscellaneous:

Is the custodian of the City seal.

Oversees the issuance of municipal business registrations as required in accordance with applicable city ordinances and other regulations.

PERIPHERAL DUTIES

Serves as a notary public.

Attend seminars and workshops related to City Clerks' duties and responsibilities.

Drafts and/or edits letters for the Mayor's signature.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

(A) Graduation from a college or university with a Bachelor's degree in records management, public administration, business management, or a closely related field; and

(B) Five (5) years of related local government records management experience; or

(C) Any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year for year basis.

Necessary Knowledge, Skills and Abilities:

(A) Working knowledge of the principles and practices of modern public administration; extensive knowledge of office practices and procedures; thorough knowledge of modern records management techniques, including legal requirements for recording, retention and disclosure;

(B) Working knowledge of basic Robert's Rules of Order and parliamentary procedures for

conducting meetings;

(C) Skill in operation of listed tools and equipment;

(D) Ability to accurately record and maintain records; ability to establish and maintain effective working relationships with employees, other departments, officials and the public; ability to communicate effectively verbally and in writing; ability to plan, organize and supervise clerical workers and assigned staff.

(E) A key value of the City is customer service. This position requires considerable knowledge, ability and skill in the principles and practices of excellent customer service as practiced in both the private and public sectors. It requires the ability to effectively meet and deal with the public; the ability to handle stressful situations; the ability to greet and respond to customers in a friendly, pleasant and professional manner using appropriate inflection, grammar and syntax; the ability to establish and maintain effective working relationships with employees, supervisors, and the general public; the ability to maintain a professional, courteous, and pleasant demeanor in difficult and stressful situations; and the ability to diplomatically deal with difficult people. A willingness to expend extra effort to help the public find answers or information relative to their inquiry or complaint is expected.

SPECIAL REQUIREMENTS:

(A) Must be bondable; (B) Valid State Driver's License, or ability to obtain one; (C) notary public certification within six months; (D) Obtain Municipal Clerk Certification within five years of appointment.

TOOLS AND EQUIPMENT USED

Personal computer copy machine; fax machine.

PHYSICAL DEMANDS

The physical demands described here 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, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.

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 here 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 moderately 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.

Approval: _____
Human Resources Manager

Approval: _____
City Manager

Effective Date: October 2, 2015

Revision History: May 13, 2003 Established
October 2, 2015 Revised