



City of Edgewood

2224 104th Ave E, Edgewood WA 98372-1513

Phone (253) 952-3299 Fax (253) 952-3537

City Clerk/ Human Resource Generalist- Job Description

Department: City Clerk/Central Services

Salary: FT 13.08 \$4,958- \$6,346

Opening Date: February 9, 2016

Closing Date: First Review Feb 26, 2016

Open Until Filled

This position is a full-time FLSA exempt, position and is not eligible for overtime.

General Scope of Work:

The position performs a variety of professional support work developing, implementing and overseeing the services, programs and activities of the City Clerk's Office. Responsible for management and preparation of City Council meetings, agendas, council packets, meeting notices, and legal requirement to facilitate Council activities. Maintains custody of official records and archives of the City, including: ordinances, resolutions, contracts and minutes and personnel records. Responsible for the maintenance and indexing of official City records, and the enforcement of laws pertaining to public records. Work is performed under general administrative direction from the Mayor and Assistant City Administrator with initiative, discretion and independent judgment in the performance of duties based on extensive knowledge of City policies, procedures and operations. This position also performs professional and technical work in the field of public personnel administration and acts as a liaison with the City's IT personnel. Because of the small number of City staff, each staff member is expected to perform a wide range of office duties.

Supervision:

This position works under the general supervision of the Mayor and Assistant City Administrator-Administrative Services.

Essential Job Functions:

The primary duties of the City Clerk/Human Resource Generalist are listed below; the omission of specific statements of duties does not exclude them from the position.

- Responsible for the preparation of the agenda and information packet for City Council and other public meetings; attending City Council and other public meetings; for recording and transcribing official minutes of meetings, distributing notices of action and maintaining agenda bill, city ordinance, resolution, and city code records.
- Ensures that all legal notices and bid openings are properly prepared and published according to related laws, regulations and policies.
- Manage contracts, Request for Quotes and Request for Proposals.

- Responsible for codification of ordinances.
- Responsible for developing, implementing and maintaining a records management process for ordinances, resolutions, policies, agreements and other documents; involves work with other City Departments to coordinate records storage and retrieval processes in accordance with the State records retention schedule; is the official City Records Officer.
- Serves as registrar of voters for the City; keeper of the city seal; and notary public.
- Advertises City job openings, receives and records applications, maintains application files and records of recruitment/hiring process.
- Assists Assistant City Administrator and Mayor in conducting their administrative duties as needed. Acts as the staff liaison to the City Council, as directed by the Administration.
- Coordinates and monitors public disclosure requests pursuant to the city policy and RCW.
- Manages City elections by implementing processes and procedures necessary in accordance with all applicable State and Federal requirements.
- Responsible for maintaining and updating the City website, including but not limited to meetings, minutes, agendas and the calendar for City Administration.
- Serves as the point of general first contact for the public with regard to directing inquires, releasing City communications, postings, and ensuring continuity of communication.
- Assists with processing of new hire paperwork and new hire orientation, and maintains personnel records and files for employees.
- Performs other assigned tasks as directed by the Assistant City Administrator or Mayor.
- Maintains impeccable standards of confidentiality.
- Manages a diverse array of human resource programs and procedures utilized by the City.
- Implements and applies adopted policies and procedures as directed by Administration.
- Performs customer service functions by interacting with and supplying information to elected officials, employees and their spouses, department heads, job applicants, external agencies and the public both in person and via technology. Fields internal and external calls and inquiries as the primary point of contact for human resources functions.
- Creates and maintains personnel files and related personnel records according to retention schedules and relevant laws and regulations, employing best management practices.
- Schedules employees immunization and medical tests required for certain jobs or return to work processes and maintains the records.
- Conducts employee recruitment efforts, including development of job announcements, advertisements, applications, testing, interview questions and rating forms. Responsible for training oral interview boards, reference and background checks and communicating with applicants. Conducts employee orientations and exit interviews and processes related paperwork.
- Performs and supervises administrative functions such as drafting correspondence and proofreading material. Generating copies, faxes, processes incoming and outgoing mail.

- Completes and submits various human resources related reports and surveys such as salary and EEO reports.
- Maintains Human Resources Information System records and compiles reports from data base.
- Serve as the official Public Records Officer.
- Manage requests for public records by ensuring legal time lines are met and consultation with the City Attorney regarding legal procedures occurs as needed.
- Attend and record meetings of the City Council and prepare meeting minutes.

Necessary Knowledge, Skills and Abilities:

To perform this job successfully, the person in this position must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Legal requirements pertaining to the recording and preservation of municipal actions including modern records management techniques for recording, retention and disclosure.
- Understanding and interpreting RCW regulations for Washington cities pertaining to recording requirements and the Open Public Meetings Act.
- Municipal Code provisions that are related to the operations of the City Clerk's function and matters which come before the Council.
- Principles, practices and techniques of public personnel administration.
- Principles and methods of recruitment, selection, position classification and compensation.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communications skills.
- Federal, state and local legislation pertaining to labor law, Equal Employment Opportunity and Affordable Care Act and other emerging employment best practices.
- Web site and community communication management and best practices.
- Operation of a personal computer and associated (Microsoft & Web) software.
- Interpersonal skills using tact, patience and courtesy.
- Municipal organization, operation, programs, policies and objectives.

Minimum Requirements:

- Any combination of experience and education which provides the applicant with the listed necessary knowledge, skills and abilities will be considered. Preferred qualifications include: Certified Municipal Clerk (CMC) Certification or the ability to obtain certification within three years of hire date, Notary Public License, or the ability to obtain one within three months of hire date, and/or Bachelor's degree with an emphasis in business, public administration, human resources, records management or a closely related field; a minimum of five years of office/business management and personnel work experience of which two years include supervisory experience.

LICENSES AND OTHER REQUIREMENTS: Possess Certified Municipal Clerk (CMC) certification or obtain one within three years of hire and a valid Notary Public License or the ability to obtain one within 3 months of hire.

TOOLS AND EQUIPMENT USED:

Requires frequent use of personal computer and advanced application of spreadsheet, database and word processing software; printers, telephone, fax machine, copy machine, calculator; et al.

Physical Demands and Working Conditions:

The physical demands 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.

- Required to sit, talk, and hear; frequently required to use hands to finger, feel or handle objects, computers and office supplies which require repetitive arm, wrist and hand movement.
- May be required to sit for extended periods of time.
- Occasionally required to stand and reach with arms and hands, climb, balance, stoop, kneel, crouch, bend or crawl.
- Specific vision abilities include close, distant, color and peripheral vision, depth perception and the ability to adjust focus.
- The employee is occasionally required to lift or move up to 20 pounds.
- Requires mental acuity to ensure thorough mental analysis of situations in a fast-paced environment.

Acknowledgements:

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

This position description does not constitute a contract for employment. It is subject to change by the City as the needs of the City and requirements change.

The City of Edgewood is a Drug Free Workplace and an Equal Opportunity Employer.

If you meet the minimum qualifications and are interested in applying for this position, please send a cover letter, resume, a copy of all valid building certifications and trainings, and a completed City of Edgewood Employment Application Form to:

**City of Edgewood
Human Resources
2224 104th Ave E
Edgewood WA 98372-1513**

Applications may also be e-mailed to humanresources@cityofedgewood.org.

The City of Edgewood Employment Application may be found on our website at www.cityofedgewood.org. Completed application packets received prior to February 26, 2016 will be given priority. Incomplete application packets will be disqualified. Only those applicants selected to move forward in the process may be contacted. Applications will be retained in accordance with Records Retention practices. If you have questions regarding the application process, please contact human resources at 253-952-3299 or via e-mail at humanresources@cityofedgewood.org.