

City of Medina

Job Title: City Clerk/Human Resources Manager

Rate of Pay: \$5,392 – 6,740 per month (2013) plus excellent benefits

Employment Type: Full-Time, FLSA-Exempt

THE POSITION - This position is a member of the management team, manages administrative operations of the Central Services Department; performs and complies with assigned functions of the City Clerk's Office; serves as official public records officer; oversees public records compliance; oversees City's public communication priorities; carries out duties of human resources manager; and performs supervisory duties. This position works with detailed, complex, and sensitive materials; exercises independent judgment; maintains confidentiality and works closely with and supports the City Council and City Manager.

ESSENTIAL JOB FUNCTIONS

1. Prepares meeting agendas and packets of related information including distribution;
2. Record and edit meeting minutes and distribute to appropriate officials, staff members and public;
3. Plan and direct the maintenance, filing, safekeeping, and computerization of all municipal documents;
4. Prepare ordinances, resolutions, and proclamations for recording, archival and distribution;
5. Maintain permanent, historical and official city records, and manage the records management program;
6. Issue public notification for all official activities and meetings;
7. Perform budgeting duties, including preparation of department budget and budget administration;
8. Perform general office duties;
9. Perform contract administration duties, assist with bid openings;
10. Perform as liaison to King County Elections;
11. Collaborate with City staff to assist in the development and implementation of goals, objectives, policies, and priorities;
12. Perform human resources functions including guiding and managing the overall provision of human resources services;
13. Participate in labor and employment matters;
14. Oversee and manage the City's wellness program;
15. Adhere to strict confidentiality requirements;
16. Work flexible evening and /or weekend hours as required;
17. Other duties as assigned by the city manager

Skill in

1. Extensive knowledge of overall operations of a small-city municipal government including policies, procedures, ordinances, etc;
2. Ability to work independently and cooperatively with others with minimal supervision;
3. General knowledge of office management procedures, records management, filing systems, correspondence, etc;
4. Proficient in English language including composition, spelling, grammar, and punctuation;
5. Communicating clearly and concisely both orally and in writing and in making appropriate decisions regarding work methods and priorities;

6. Maintaining confidentiality of politically sensitive materials and information;
7. Researching, analyzing, interpreting, organizing, and reporting on data;
8. Analyzing situations accurately and adopting an effective course of action.

Knowledge of - The operation, principles, activities and responsibilities of municipal government, public management and a City Clerk's office; demonstrate knowledge of and expertise in conducting activities specified in RCW pertaining to the office of the City Clerk; reading, interpreting, applying and explaining federal, state, and local laws, rules, regulations, policies and procedures regarding public records, elections, and public meetings; administrative and clerical procedures and systems; principles and practices of records management including knowledge and application of Washington State Records Retention Schedule, Open Public Meetings Act, and the Washington State Public Records Act; general human resources management; and familiarity and knowledge of labor and employment matters and laws.

QUALIFICATION REQUIREMENTS - Any combination of education and experience equivalent to a Bachelor's degree from an accredited college or university in public administration, political science or related field; and/or five (5) years increasingly responsible records management, human resources, and supervisory experience.

Special Requirements: Must be eligible to become a passport acceptance agent and have a notary bond and certificate at time of appointment, or at a time set by the City; ability to drive a City vehicle, possess a current and a valid Washington State driver's license, and a good driving record.

Desired Experience/Qualifications: Previous experience in municipal government, particularly City Clerk's Office; possess municipal clerk and human resources professional certification credentials; communicating in various media formats with broad audiences.

Working Conditions and Physical Abilities: Work is performed in an office setting. Attendance at night meetings is required. Hand-eye coordination and fine manipulation are necessary to operate computers and office equipment. This position requires occasional lifting up to 50 pounds.