



# City of Edgewood

2221 Meridian Avenue East  
Edgewood WA 98371-1010  
PH: 253.952.3299 FX: 253.952.3537

## Deputy City Clerk Job Description

**DEPARTMENT:** Administrative Services  
**REPORTS TO:** Assistant City Manager/Administrative Services  
**SALARY RANGE:** \$3,447 - \$4,413  
**EFFECTIVE DATE:** January 1, 2013

**GENERAL FUNCTION:** Provides support to the City Manager, City Council, Commissions, Committees, Advisory Boards, Finance Director and other staff members. This is a FLSA non-exempt position.

**SUPERVISION:** Works under the direction of the Assistant City Manager/Administrative Services.

### ESSENTIAL JOB FUNCTIONS: ESSENTIAL JOB FUNCTIONS

1. Produce council and committee agendas under direction of the City Clerk. Initiate and maintain tracking system for council business items.
2. Update municipal code books, oversee distribution of code updates.
3. Process and maintain city ordinances, resolutions, contracts/Interlocal agreements and recorded documents
4. Perform the City Clerk's duties in her/his absence.
5. Record city meetings; transcribe and edit notes, research and clarify information on topics as needed for clear and complete records of proceedings, prepare and distribute minutes, as directed. Occasional attendance at day or evening meetings will be required
6. Design, prepare and maintain City Boards and Commissions membership recruitment process and materials; track listings and terms; prepare memoranda for appointing authority regarding vacancies; design new member packet for appointees. Receive minutes of Board & Commission meetings and disseminate according to city policy and procedures.
7. Assure that appropriate legal notice is give for all meetings of the city council and boards and commissions, prepare a weekly meetings update and distribute to press, council members and other interested parties.
8. Design, implement and maintain administrative and legislative records and city-wide personnel filing systems. Administer computer logs or data-bases as required.
9. Exercise sound judgment and thorough knowledge of city policies and procedures.
10. Fulfill public information requests in accordance with state law, working with city attorney and department heads.

11. Design forms, write and update departmental policies and procedures relating to the city's administrative offices.
12. Assist in the development of the City's annual budget.
13. Liaison to city's web page host. Analyze need for information, provide timely updates.
14. Back up customer service and cashiering support. Issues permits, receives and records payments as well as other budgetary transactions
15. Coordinate City business license activity, prepare renewal correspondence and annual reports.
16. Assist in coordinating logistics for council and committee meetings, public forums, open houses, etc.
17. Compose correspondence, conduct research as needed, respond to citizen complaints, make appointments, schedule meetings. Assist with special projects and make arrangements for city events and functions.
18. Research records and obtain information from other offices and agencies as necessary to prepare reports for the city administration.
19. Coordinate bid procedures, to include RFQ and RFP process and bid openings in accordance with established guidelines.
20. Remain current concerning issues, situations and conditions of special interest to the City Clerk.
21. Initiate correspondence on a variety of matters requiring an in-depth understanding of municipal programs, department policies and procedures and city ordinances. Create, produce and edit correspondence and other written materials.
22. Coordinate volunteer activities and programs, including volunteer documentation requirements.
23. Operate office equipment including copiers, facsimile machines and computers; input and retrieve data and text.
24. The statements contained in this job description 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. It should not be considered an all inclusive listing of work requirements. Individuals may perform other duties as assigned.

## **NECESSARY KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

- Functions, activities and responsibilities of the City Clerk's Office.
- State and local laws and regulations regarding public records, public meetings, legal notices and other assigned functions.
- Record management systems, techniques and technology.
- Robert's Rules of Order and Parliamentary procedures.
- Structure and operation of State, County and municipal governments.
- City organization, operations, policies and objectives.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Research methods and report writing techniques.
- Operation of a computer terminal and assigned software.

**ABILITY TO:**

- Ability to function as an independent self-starter with little supervision
- Ability to work cooperatively with others as a member of the department team
- Ability to prioritize work, mesh numerous assignments, cope with interruptions, last minute changes and deadlines.
- Ability to work independently from general instructions and broad work expectations
- Notary public designation is desirable.
- Plan, organize, and perform City Clerk's office operations.
- Interpret legal requirements and independently establish procedures and priorities.
- Maintain official City records.
- Administer the scheduling and coordinating of City Council agendas.
- Administer ordinances and resolutions.
- Maintain confidentiality of politically sensitive materials and information.
- Understand interpret and codify City ordinances.
- Research, analyze, interpret, organize and report data as requested.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Knowledge of and experience with coordinating volunteer activities and programs, including volunteer documentation requirements.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned office equipment.
- Meet schedules and legal time lines.
- Plan and organize work.
- Maintenance of a variety of reports and files related to assigned activities.
- A sense of humor and positive attitude are essential.

**MINIMUM QUALIFICATION:**

Any combination equivalent to: two years college-level course work in business, office management, secretarial science or related field and six years of increasingly responsible and varied secretarial and administrative experience within a municipal organization. Demonstrated written and verbal communication skills, advanced office management and organizational skills, strong interpersonal skills and ability to develop and maintain working relationships with co-workers, elected officials, other agencies and the public. Must be able to manage multiple tasks under deadline. Excellent word processing skills and knowledge of grammar, spelling and punctuation. Ability to operate standard office machines, including computer, copier, fax, and ability to answer a multi-line telephone. Ability to work with a high level of accuracy and attention to detail.

**SPECIAL REQUIREMENTS:** Possession of a valid Washington State driver's license, or the ability to obtain one within one month, is required. Proper documentation to fulfill the requirements of the Immigration and Nationality Act within three (3) days of employment is a condition of employment with the City of Edgewood.

**TOOLS AND EQUIPMENT USED:** Personal computer, including word processing, database, desktop publishing, internet and web administration software; computer networking software and hardware; calculator; copy and fax machine; telephone; recording and public address systems; transcription and reformatting equipment.

**WORKING CONDITIONS:**

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.

Work is done in an office environment, subject to interruptions. The noise level in the work environment is moderately noisy.

**PHYSICAL DEMANDS:**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed mostly in an office setting. Hand-eye coordination is necessary to operate computers and a variety of office equipment. Specific vision abilities required by this job include close vision and the ability to adjust focus. While performing the duties of this job, the employee is frequently required to bend at the waist and kneel or crouch to retrieve files from cabinets and shelves; stand or sit; walk; climb; crawl; talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds.

The noise level in the work environment is usually moderately noisy. The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this position and are not intended to be all inclusive.

**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, and completed City of Edgewood Employment Application to:

**City of Edgewood  
Human Resources  
2221 Meridian Avenue East  
Edgewood WA 98371-1010**

Incomplete application packets may be disqualified.  
If you have questions, please call Human Resources at (253) 952-3299.