



CITY OF RIDGEFIELD, WA POSITION DESCRIPTION

TITLE: Deputy City Clerk
DEPARTMENT: Administrative Services Department
REPORTS TO: Administrative Services Director/City Clerk
UNIT: Teamster
STATUS: Non-Exempt

SUMMARY

The Deputy City Clerk's primary responsibility is to establish and maintain official permanent City records and files, and to provide assistance to the public, City staff and others, as needed. The Deputy City Clerk also prepares and processes legal publications and documents and supports the Mayor, City Manager and Administrative Services Director/City Clerk with development of the City Council agenda and scheduling of City Council meetings. Other duties include general administrative support and back up to designated staff as needed. The Deputy City Clerk is classified as a Fair Labor Standards Act (FLSA) non-exempt position.

ESSENTIAL JOB FUNCTIONS

City Clerk

- Perform all duties as prescribed by law for the City Clerk.
- Schedule and attend City Council meetings and provides reports or information as requested; develop City Council agenda under the direction of the City Manager.
- Manage and maintain ordinances, resolutions and proclamations and coordinates codification of municipal code.
- Manage preparation of City Council packets.
- Prepare and publish public notices and other legal advertisements of notices. Coordinate publication with local newspaper, including dates and text of publication.
- Prepare weekly City Council schedule notice.
- Custodian of the Official Seal for the City. Manages and prepares certified true copies as necessary.
- Serve as liaison to Clark County Elections Office and Public Disclosure Commission. Provides information as required.
- Administer the Oath of Office to City Council members, Police Officers and other board and commission members as needed.
- Update Municipal Code book as needed.

Information Technology

- Serve as lead coordinator of the City's web site; Gather and coordinate City web page information with various departments to include technical design, editing, upgrades and

applications maintenance; Review and maintain active web site contents.

- Coordinate delivery of information technology services by the City's IT contractor.
- Coordinate software system update for the accounting, payroll and utility systems.

Records Management

- Oversee the design, development and implementation of City-wide records and information management program that complies with Federal and State laws.
- Work closely with departments to determine best business process for the systematic preservation of total life cycle of records using both manual and automated methods as required.
- Administer the function of public records disclosure, assisting the public in accessing records and information in compliance with the Public Records Act and City policy.
- Develop and administers the City's record retention and disposition schedules; preserve and protect the City's historical records and information.
- Coordinate records storage center and prepare destruction forms and records.
- Develop and implement improvements to the City's filing system.

Administrative Support

- Coordinate count of employees for all businesses located within the City.
- Assist the City Manager, Administrative Services Director and other City staff with various projects as assigned.
- Coordinate updates for City calendar.
- Serve as Notary Public providing service to the City and the public.
- Serve as back up to Utility Clerk and permit counter/public works support staff.

Other

- *Work within established guidelines, policies and procedures.*
- *Regular and punctual attendance is an essential function.*
- *Involves attendance at evening meetings.*
- *All other duties that may be assigned.*

EDUCATION AND EXPERIENCE

- Five (5) years experience with records management; OR combination of equivalent education and experience. Public sector experience preferred.
- Certification as a Municipal Clerk is preferred. Must be willing to obtain certification as a municipal clerk.
- Must obtain a notary within two months.

Knowledge of:

- Modern office systems and technology including personal computer and related software;
- Technical and/or specialized functions, policies, and procedures of the function to which assigned;
- Business letter writing, email communications, and report preparation;
- English usage, spelling, grammar and punctuation;

- Advanced principles and procedures of record keeping and filing to include both hard copy and electronic;
- Principles of mathematics.

Ability to:

- Correctly interpret and apply the policies and procedures of the function to which assigned;
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities;
- Perform a variety of specialized clerical, office support work involving the use of independent judgment and personal initiative;
- Develop and compile information for a variety of reports;
- Train and direct other clerical personnel;
- Work independently;
- Operate a variety of office machines including a computer and appropriate software programs;
- Understand and carry out oral and written directions;
- Review and monitor a variety of budgetary/financial information;
- Perform mathematical calculations quickly and accurately;
- Remain current in emerging office methods, practices, procedures and equipment;
- Communicate clearly and concisely, both orally and in writing;
- Establish and maintain cooperative working relationships with those contacted in the course of work;
- Operate tape and digital recording equipment;
- Pass a background and credit check.

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 required to sit; use hands to manipulate, handle or feel objects, tools or controls; reach with hands and arms; climb or balance; talk or hear. The employee is frequently required to stand and walk. The employee is occasionally required to stoop, kneel, crouch, crawl and lift objects no heavier than 20 to 25 lbs.

The noise level in the work environment is usually moderate.

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DISCLAIMER: Job profiles are not intended, nor should they be construed to be, an exhaustive list of all responsibilities, tasks, skills, efforts, working conditions or similar behaviors, attributes or requirements associated with a job. A job profile is not a comprehensive job description.