



CITY OF EAST WENATCHEE

Job Description

Position Title:	City Clerk
Department:	City Clerk's Office
Department Head:	Self
Reports To:	Mayor
Exempt/Non-exempt	Exempt
Salary Range:	\$4200-\$6300

Position Summary:	Under the Mayor's direction, the City Clerk serves as the administrative head of the Office of City Clerk, maintains and preserves of official City records, performs a broad variety of assignments, and operational direction of the City Clerk's Office. The City Clerk provides administrative support to the City Council. The City Clerk must be bondable.
Distinguishing Characteristics:	The City Clerk's Office is a busy facility, and employees in this department may have to manage a number of projects at one time, and may be interrupted frequently to meet the needs and requests of customers, fellow employees, City Councilmembers and the Mayor.
Job Location/ Working Conditions:	The City Clerk routinely works in a normal office environment. Incumbents are required to use multi-line telephone, computer, copy machine, fax machine, scanner and other business machines. The position requires the person to be seated for prolonged periods of time. Repetitive hand movement and fine coordination are needed when using a computer. Will need excellent organizational, time, and stress management skills to complete the required tasks. Will have to manage a number of requests and situations at one time. Stress may be caused by the need to complete tasks within tight deadlines. Alternative work schedule.
Essential Functions:	<ol style="list-style-type: none"> 1. Records Management <ul style="list-style-type: none"> • Serves as the official record keeper and custodian of official city records and public documents, performs the official certification and arranges for recording of legal documents and other records requiring such certification. • Maintains records retention schedules.

	<ul style="list-style-type: none"> • Responsible for developing, implementing and maintaining a records management process for ordinances, resolutions, policies, contracts, inter local agreements, deeds, annexations, street vacations, leases and other legal documents. • Attests to the Mayor’s signature on all contracts and agreements. • Responsible for codification of ordinances and updating all municipal code books. • Responsible for the preparation and publishing of official legal notices such as public hearings, special Council meetings, Council workshops, etc., in accordance with established procedures and legal requirements. • Develop and implement improvements the City’s filing system. • Receives and records all sealed bid documents submitted to the City. • Advanced principles and procedures of recordkeeping and filing to include both hard copy and electronic. <p>2. Legislative Support</p> <ul style="list-style-type: none"> • Prepares City Council agendas and compiles necessary information for presentation. • Attends City Council meetings, City Council Workshop meetings; oversees the accurate recording of proceedings of Council meetings and public hearings and preparation of minutes. • Provides administrative support for the City Councilmembers. • Prepares proclamations. • Prepares and publishes legal notices and other legal advertisements of notices in accordance with established procedures and legal requirements. <p>3. Permits and Licensing</p> <ul style="list-style-type: none"> • Manages and issues all City business licenses, and various regulatory licenses in accordance with applicable City ordinances and other regulations. • Issues permits and licenses, some of which include adult entertainment, taxicabs, temporary and annual business. • Administers the licensing of retail fireworks and applications for public display of fireworks; works with the Fire Marshall of Douglas County Fire District No. 2 to ensure all laws are followed and licenses are current. • Takes in and properly records payment for permits, licenses and duplicating services. <p>4. Legislation</p> <ul style="list-style-type: none"> • Administrates legislative processes, including the municipal code, council agenda development and publication, ordinances, resolutions, proclamations and petitions.
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	<ul style="list-style-type: none">• Responsible for keeping records of elected officials, including records of compliance with open meetings training requirements• Provide current elected official information to the Douglas County Auditor’s Office and the Public Disclosure Commission, includes the filing of oaths of office• Keep elected officials apprised of information received from the Public Disclosure Commission. <p>5. Public Notifications</p> <ul style="list-style-type: none">• Provides display and legal advertising of public meetings.• Responsible for placement of agendas and minutes to the City webpage. <p>6. Permits and Licensing</p> <ul style="list-style-type: none">• Manages the issuance of all City business licenses and various regulatory licenses in accordance with applicable City ordinances and other regulations;• Satisfies the requirements of the City’s Business License Financial Software in the areas of invoicing, receipting, accounting reconciliations and monthly reporting, according to procedural standards of the software, accounting department processes and City Council requirements.• Satisfies the integration of the information required by and received from the Washington State Business Licensing Service (BLS) as they collect and remit monies for the issuance of City Business Licenses on behalf of the City.• Issues permits and licenses, some of which include taxicab, amusement devises, adult entertainment, taxicabs, temporary and annual business.• Administers the licensing of retail fireworks and applications for public display of fireworks; works with the Fire Marshall of Douglas County Fire District No. 2 to ensure all laws are followed and licenses are current. <p>7. Bid and Contract Administration</p> <ul style="list-style-type: none">• Provides for advertising and assists at bid opening for Capital Improvement Projects in conjunction with the Street Department.• Submits advertisement to local newspaper.• Administers Plans and Addendums to Plan Holders.• Receives and records all sealed bid documents submitted to the City.• Keeps record of bid tabulation for transmittal to Council and to notify bidders of bid results; and• Oversees the procedural process of the Small Works Roster and Vendors List through MRSC.
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8. Public Information

- Provides access to public documents.
- Responds to inquiries from the general public, officials, and staff and outside agencies related to the areas of the City Clerk’s primary responsibilities.

9. Public Records

- Coordinate public records disclosure requests
 - A. Develop and maintain a standard methodology to search for records
 - B. Develop and maintain a standard methodology for responding to a record request
 - C. Each January, submit an annual report to Mayor on how each department organizes and retains its records
 - D. Timely inform appropriate staff members of a PRA request
 - E. Review each response to a public records request for potential liability problems (ensure search, response and exemption log are in order)
 - F. Annually, determine the actual cost of providing public records, such as paper and electronic format
 - G. Make sure commonly requested documents are on the website
 - H. In January of each year, provide the Mayor with a report that identifies requests received the prior year
 - I. Date of request, type of records requested, date of response and time required to respond
 - J. Develop and update templates for use in responding to requests (five day letter, clarification letter, estimate letter, responsive letter, exemption log, etc.)
- **Oversee and facilitate City-wide compliance with records retention laws.**
 - K. Train department heads regarding the retention schedule for key documents for each department
 - L. Each January, oversee the destruction/archive of records that no longer need to be retained
 - M. Each January, publish a list of exemption and prohibitions found in the PRA on website
 - N. Each January, publish a list of exemptions and prohibitions found outside the PRA on website
 - O. Each January, inventory, or manage the inventory, of all public records for disposition scheduling and transfer action, in accordance with procedures prescribed by the state archivist and state records committee
- **Risk Management**

	<ul style="list-style-type: none"> A. Each January, train department heads on updates to the Public Records Act B. Each month, send department heads a memo outlining key changes in the Public Records Act C. Annually, send each department a list of top ten exemptions for their dependents. D. Each January, train newly elected officials and reelected officials about duties under the PRA E. Each January, certify to the Mayor that all elected officials and department heads are current with PRA training <ul style="list-style-type: none"> • General Research and formulate public records management policies that comply with federal, state and municipal regulations and that meets best practices of public records management <p>10. Notary Public</p> <ul style="list-style-type: none"> • Serve as Notary Public providing service to the City and the public • Review documents and verify identification of person seeking notary services <p>11. Tort Claims</p> <ul style="list-style-type: none"> • Acts as Registered Agent for all claims for damages • Immediately provide .pdf copy of all tort claims to City Attorney <p>12. Petty Cash</p> <ul style="list-style-type: none"> • Maintains petty cash box ensuring a proper balance • Submits requisitions for funds as necessary to replenish petty cash <p>13. Purchasing</p> <ul style="list-style-type: none"> • Maintains adequate inventory of general office supplies in Central Stores • Serves as purchasing agent of all office supplies for all City departments <p>14. Postage</p> <ul style="list-style-type: none"> • Requisitions funds to be deposited into the United States Postal Service, postage meter account and maintains adequate funds • Deposits funds into the postage machine • Posts outgoing mail <p>15. Office Machines</p> <ul style="list-style-type: none"> • Coordinates repairs of copy machine and supplies <p>16. Meeting Room Reservation</p> <ul style="list-style-type: none"> • Administers scheduling and maintains the calendar for meeting room reservations <p>17. Duties Assigned by Mayor</p>
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	<ul style="list-style-type: none"> • Performs other related duties as assigned by the Mayor
Critical Skills:	<ol style="list-style-type: none"> 1. A thorough knowledge of municipal administration, city laws and operation. 2. Preparation of City Council agenda and compilation of necessary information for presentation. 3. Extensive knowledge of parliamentary procedures and state laws relating to the conduct of the City Council meetings. 4. A thorough knowledge of state and local regulations as they pertain to voter registration and election procedures, open public meetings act, licensing of general businesses, and various miscellaneous licenses. 5. Knowledge of office practices, procedures, and use of office machines. 6. Knowledge of office management procedures, records management, filing systems, office correspondence, etc. 7. Ability to analyze and evaluate operations, and develop and implement corrective action to resolve problems. 8. Ability to communicate effectively, both orally and in writing. 9. Ability to prepare and direct preparation of budgets, departmental materials, and correspondence. 10. Ability to establish and maintain effective working relationships with elected officials, other employees, and the general public. 11. Ability to develop and monitor work procedures and budget guidelines. 12. Ability to understand and carry out oral and written instructions. 13. Ability to supervise and evaluate performance of clerical staff. 14. Ability to make independent decisions. 15. Ability to express ideas effectively, both orally and in writing. 16. Proficiency with Microsoft Word, Microsoft Excel, and Microsoft Outlook. 17. Ability to plan, organize and prioritize job responsibilities for deadlines. 18. Attention to detail and accuracy. 19. Ability to work alone and under pressure of deadlines. 20. Ability to effectively present miscellaneous information in verbal and written presentations to City Council, Department Heads, and general public. 21. Ability to answer public disclosure requests. 22. The ability to communicate effectively, and to make presentations both orally and in writing. 23. The ability to work effectively with diverse groups and individuals, including special districts and agencies, appointed officials, city staff and citizens of the community. 24. Responsible for timesheets/payroll, purchasing supplies and equipment, and paying of invoices for the City Clerk Department, in accordance with state and city accounting procedures.
Physical Requirements:	<ol style="list-style-type: none"> 1. Finger Dexterity - Repetitive wrist, hand and/or finger movement. 2. Talking- Frequently convey detailed or important instructions or ideas accurately, loudly, and/or quickly.

	<ol style="list-style-type: none"> 3. Average Hearing - Able to hear average or normal conversations and receive ordinary information. 4. Average Visual Abilities- Average, ordinary visual acuity necessary to prepare or inspect documents. 5. Physical Strength <ol style="list-style-type: none"> a. Typically sitting at a desk or table. b. Occasional lifting under 25 pounds. c. Occasional standing for more than 30 minutes at a time.
Mental Activities:	<ol style="list-style-type: none"> 1. Reasoning Ability - Ability to apply common sense understanding, to carry out detailed instructions, and to deal with problems involving many variables. 2. Mathematics Ability - Ability to perform basic math skills, use decimals to compute ratios and percentages, and to draw and interpret graphs. 3. Language Ability <ol style="list-style-type: none"> a. Ability to use vocabulary of 5,000 to 6,000 words b. Ability to read at a high level. c. Ability to define and understand unfamiliar words. d. Ability to write complex sentences, using proper punctuation, proper grammar, and a good vocabulary.
Minimum Education and Experience:	<p><u>Education:</u> Four year college degree in Office Management, Public Administration, or a related field, and certified as a City Clerk.</p> <p><u>Experience:</u> Three years as a City Clerk, Deputy City Clerk, or five years of management level experience. Other combinations of education and experience will be evaluated on an individual basis for comparability. Five years' experience with Records Management, or combination of equivalent education and experience. Certification as Municipal City Clerk preferred. Must be willing to obtain certification as a Municipal City Clerk Certification (CMC) within three (3) years of hire. Must obtain a Notary Public Certification within 2 months of hire.</p>
Required licenses/ certificates	<ul style="list-style-type: none"> • A valid Washington State Driver's License. • Certification as Certified Municipal Clerk is desirable. • Notary Public Certification.
Equipment:	<p>Calculator, typewriter, computer, printer, telephone, camera, recording equipment, mailing machine, FAX and copy machines. Performs minor maintenance activities on office equipment.</p>
Accommodation :	<p>In accordance with the Americans the Disabilities Act and Washington's Law Against Discrimination, it may be possible to modify the requirements listed above to reasonably accommodate disabled individuals. However, the City will not make any accommodations which may pose serious health or safety risks to the employee or others or which impose undue hardships on the City.</p>

Disclaimer:	<p>The City intends the above statements to describe the general nature and level of work performed by a City Clerk. These statements are not intended to be an exhaustive list of all job duties performed by a City Clerk. Likewise, the City does not intend this job description to create an employment contract. The City reserves the right to revise or amend this job description at any time. Likewise, the City maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.</p>
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