



CITY OF SEATAC  
Established Date: May 1, 2007  
Revision Date: May 11, 2017

# City Clerk

Class Code:  
CC

Bargaining Unit: Non-Represented

## SALARY RANGE

\$6,617.00 - \$8,471.00 Monthly

### BASIC FUNCTION:

Under the direction of the Assistant City Manager, plan, organize and support the activities and operations of the City Council legislative process. Perform a variety of professional and supervisory work developing, implementing and overseeing the services, programs and activities of the City Clerk's Office. Oversee the City's records system and information center. Serve as the official historian for the City and the Public Records Officer.

### REPRESENTATIVE DUTIES:

1. Supervise the preparation of, and review City Council meeting agendas and packets; supervise the preparation of minutes for regular, special council meetings and workshops; provide follow-up to departments and assure directed actions are carried out. **E**
2. Attend regular and special meetings and workshops of the City Council; perform parliamentary duties as needed. **E**
3. Supervise the publication, recording, distribution, indexing and retention of City Council proceedings; provide information on Council action as requested. **E**
4. Serve as Custodian of official City records and perform the official certification and recording for the City as required on legal documents and other records requiring such certification. **E**
5. Oversee the City's Public Records Disclosure process as the City's Public Records Officer;; ensure compliance with legal requirements and timely response. **E**

6. Oversee the preparation and publishing of official legal notices such as public hearing, special Council meetings, advertisements for bids and other notices in accordance with established procedures and legal requirements; officiate at bid openings and prepare bid results. **E**
7. Oversee oath of office procedures, notary public and voter registration services; coordinate local election with King County Election Division; serve as custodian of the corporate seal of the City. **E**
8. Accept filing of claims against the City for the City Council as assigned. **E**
9. Supervise the management of the City's citizen advisory committee's appointments assuring that vacancies are filled in a timely manner; assist the Mayor in the selection process. **E**
10. Select, train, schedule, assign and review work of assigned personnel; determine proper staffing levels; supervise and evaluate performance of office staff, including front desk volunteers; implement disciplinary actions as needed. **E**
11. Monitor fiscal operations of the department; oversee annual office budget preparation; justify budget requests and amendments; assure the efficient and economical use of departmental funds, personnel, materials, facilities and time. **E**
12. Supervise the Records Management Program for the City assuring compliance with legal requirements and disclosing regulations. **E**
13. Communicate with various City departments regarding Council meeting agendas, office assistance, records management, bids and public notices; communicate with City departments and outside agencies to coordinate activities, exchange information and assist with resolving issues or concerns. **E**
14. Participate on various citizen advisory committees and special committees as assigned.
15. Participate as a team member on City committees, groups or task forces, including committees that may review specific programs, operations, issues, or activities to recommend and implement improvements to City or office coordination, policies and procedures, and systems. **E**
16. Operate a desktop or laptop computer, printer, recording system, microphones, calculator, typewriter, copier, multi-line telephone and other machines as assigned. **E**

17. Perform related duties as assigned.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

### **KNOWLEDGE OF:**

- Functions, activities and responsibilities of the City Clerk's Office.
- State and local laws and regulations regarding public records, elections and public meetings.
- Budget preparation and control.
- Records management systems, techniques and technology.
- Structure and operation of state, county and municipal governments.
- Parliamentary procedures.
- Advanced word processing.
- Oral and written communication skills.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Principles and practices of supervision and training.
- Applicable federal, state and local laws, codes, regulations, policies and procedures.
- Basic research methods.
- City organization, operations, policies and objectives.-

### **SKILL IN:**

- Planning, organizing and directing operations of the City Clerk's office.
- Serving as custodian of the City's official seal and public records.
- Coordinating essential procedures and activities to support City Council legislative activities.
- Maintaining confidentiality of politically sensitive materials and information.
- Understanding, interpreting, and codifying City ordinances.
- Directing and participating in the retention, retrieval, organization and destruction of official records and documents.
- Researching, analyzing, interpreting, organizing and reporting on data.
- Reading, interpreting, applying and explaining codes, rules, regulations, policies and procedures.
- Analyzing situations accurately and adopting an effective course of action.
- Meeting schedules and legal time lines.
- Planning and organizing work.
- Selecting, training, supervising and evaluating personnel.

### **ABILITY TO:**

- Use tact, patience and courtesy.
  - Understand, interpret, and codify City ordinances
  - Establish and maintain cooperative and effective working relationships with others.
  - Work independently with little direction, and as a team.
  - Communicate effectively both orally and in writing.
- Work courteously and effectively with City officials, employees and public.
- Work effectively on several projects concurrently.
- Prioritize tasks with constant timelines.

Meet schedules and timelines

## **REQUIRED EDUCATION AND EXPERIENCE:**

- Bachelor's degree in public administration or related field.
- Five (5) years of increasingly responsible municipal records management experience

including at least two (2) years in a lead capacity.

- A combination of education, training and experience that provides the candidate with the knowledge skills and abilities to perform the job will be considered.

### **LICENSES AND OTHER REQUIREMENTS:**

- Certification as a Municipal Clerk.
- Certification as a Notary Public.
- Meets the minimum qualifications of a Passport Acceptance Agent in accordance with the US. Department of State.
- Valid Washington State driver's license. A three year driving record abstract must be submitted prior to hire.

### **WORKING CONDITIONS:**

#### **ENVIRONMENT:**

Work is performed in an office environment with extensive time spent at a desktop computer. Some travel and attendance at evening meetings is required.

#### **PHYSICAL ABILITIES:**

Sitting and standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard; seeing to review plans and projects; hearing and speaking to exchange information.

#### **HAZARDS:**

None other than standard hazards involved in working in an office position and driving a vehicle to meetings.