

## POSITION DESCRIPTION

**CLASS TITLE:** City Clerk  
**DEPARTMENT:** Administration  
**DIVISION:** Executive  
**SALARY RANGE:**  
**UNION:** Exempt  
**DATE:** February, 2000

Updated: 3/2007

This is a full-time, Fair Labor Standards Act overtime exempt position. The regular work schedule for the City Clerk is Monday through Friday, 8:00am to 5:00pm. Attendance at Council meetings is mandatory. Union membership (or lawful membership alternative) is not required. The incumbent in this position is not a Civil Service employee.

### **GENERAL PURPOSE**

This is a highly responsible professional position that works directly with the Mayor, City Administrator, and City Council. The incumbent in this position works with all city departments as well as having considerable contact with State and County agencies, elected officials and the general public. The scope and responsibility of the City Clerk is regulated to some extent by statute and ordinance, but works with a great deal of independence within these limits.

### **SUPERVISION RECEIVED**

Works under the direction of the City Administrator.

### **SUPERVISION EXERCISED**

May supervise one or more support staff.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

*The job duties and responsibilities represented in this job description in no way imply that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by a supervisor. While requirements may be representative of minimum levels of knowledge, skills and abilities to perform this job successfully, the employee will possess the abilities or aptitudes to perform each duty with expert proficiency.*

Listed below are examples of typical duties:

- Oversees the preparation, publication, codification and filing of legal notices such as public hearings, special Council meetings, advertisement for bids, ordinances, etc., in accordance with established procedures and legal requirements.
- Officiates at all bid openings.
- Serves as custodian of official City records and performs the official certification and recording for the City as required on legal documents and any other records requiring such certification; attests and records all applicable vital statistics.

- Attends and records regular special City Council meetings.
- Reviews Agenda Bills and supporting documents (such as Ordinances, Resolutions, agreements, Staff Reports) from each department for the City Council Agenda Packets to ensure they are all accurate and properly prepared prior to final review by the City Administrator. Prepares Council Packets for distribution.
- Prepares Legislative and Executive budgets. Process Legislative and Executive invoices, requisitions and purchase orders for bi-monthly payment.
- Safekeep the City seal and attest City documents.
- Reviews and attests to the Mayor's signature on all contracts and agreements.
- Maintains confidential working relationships with the City Council and provides members with information, research or other services on a regular basis.
- Oversees the City census in accordance with state and federal regulations and procedures.
- Prepare and maintain proclamations, certificates and administers oaths of office.
- Maintains and distributes Council correspondence records.
- Maintains and updates council profiles, positions and operating rules.
- Coordinate the processing of public disclosure requests.
- Coordinate citizen advisory committee/commission interview and appointment process and maintain appointment records.
- Manage Hearing Examiner service contract.
- Work with the County to coordinate City elections. Provides information to citizens, candidates and staff relating to election issues.
- Frequent contact with elected and appointed officials both within the City and in other local governments, and with press and general public.
- Coordinate Council initiated public meetings and/or functions. Manage assigned personnel and resources to accomplish Division activities.
- Oversees the Records Management program for the City assuring compliance with legal requirements and disclosing regulations.
- Administers the issuance of all City business licenses, various regulatory licenses in accordance with applicable City ordinances and other regulations.

## **DESIRED MINIMUM OUALIFICATIONS**

### **Education and Experience**

Graduation from high school or GED supplemented by a minimum of four (4) years of college and six (6) years of increasingly responsible related experience in a governmental or public agency office. Additional experience over and above the required six (6) years may be substituted for the educational requirement on a year for year basis.

### **Special Certifications:**

Municipal Clerk Certification.

## **NECESSARY KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge of:**

- Municipal Code, resolutions, ordinances, and the Revised Code of Washington.
- Applicable legal procedures of the City and other governmental agencies.
- A variety of business license requirements and procedures.
- Theories, practices and technologies on records classification, indexing archiving, retrieval including electronic/digital records management.
- Business English, spelling, grammar and punctuation.
- Generally accepted office procedures and practices.
- Preparation and presentation of financial, statistical, and narrative reports.
- Excellent oral and written communication skills.
- Telephone techniques and etiquettes.
- Computer software including MS products, graphics and desktop publishing.
- Parliamentary procedures and state laws relating to conduct of City Council Meetings.
- Structure and operation of State, County and municipal governments.
- Basic research methods.

### **Ability to:**

- Publish, maintain and, in some instances, interpret City codes, ordinances, resolutions, and other related documents.
- Work independently within statutes, ordinances, and some general direction from the City Administrator.
- Supervise other support staff as required.
- Use interpersonal skills with tact, patience, and courtesy.
- Prioritize and schedule work.
- Operate a computer terminal to enter data, maintain records, and generate reports.
- Operate word processing hardware and software used by the City.
- Communicate effectively both orally and in writing.
- Work confidentially with discretion.
- Meet schedules and time lines.
- Work independently with little direction.
- Type, transcribe materials, and operate office equipment.
- Type 50 words net per minute from clear copy.
- Maintain records, files, and filing systems.
- Maintain records of and track department expenditures, income, purchase orders, permit activity and similar records.
- Develop and implement department office procedures in conjunction with all department staff.
- Provide excellent customer service by using a friendly, professional, and accurate and customer orientated approach to a wide variety of customers, including: business owners, government officials, general public and other staff. This would include in-person, written and oral communications.
- Contribute to achieving the City's Mission.
- Select, train, supervise, evaluate and motivate personnel to deliver outstanding public services in a cost effective manner.

## **SELECTION GUIDELINES**

Formal application, resume, rating of education and experience, oral interview and reference check; job-related tests may be required.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

## Physical Demands

*The physical demands/work environment described is representative of those that must be met by an employee to successfully perform the essential functions of the job. Requirements may be subject to modifications to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who post a direct threat to significant risk to the health and safety of themselves or other employees.*

Description of Work Environment:  
Typically work is performed in an indoor office environment.

Amount of Time Spent:	Seldom (1-10%)	Occasional (10-30%)	Frequent (30-70%)	Constant (Over 70%)	Non-Applicable
Sitting			x		
Standing			x		
Walking		x			
Running					x
Driving		x			
Talking/Hearing				x	
Lifting (<10 lbs)		x			
Lifting (<25 lbs)		x			
Lifting (25>50 lbs)					x
Lifting (50>100 lbs)					x
Carrying (<10 lbs)		x			
Carrying (<25 lbs)		x			
Carrying (25>50 lbs)					x
Carrying (50>100 lbs)					x
Pushing/Pulling		x			
Climbing Stairs			x		
Climbing Ladders					x
Bending at Waist		x			
Twisting at Waist		x			
Kneeling/Squatting		x			
Crawling	x				
Reaching above Shoulder		x			
Repetitive Arm/Hand Movement			x		
Tasting/Smelling					x
Using Finger, Handle or Feel			x		

If Carrying Weight, How Far: 6 ft      Is Weight Worn around the Waist?       Yes  No

Vision Requirements:     No Special Vision Requirements       Not Applicable  
 Yes, the Following Apply (please check):       Close     Distance     Color     Peripheral      
 Depth Perception     Night Vision     Adjust Focus     Small Print     Other: \_\_\_\_\_

Other Special Physical Requirements: \_\_\_\_\_