City Clerk

Class Code: Adm01

Bargaining Unit: Non-Union

CITY OF SUMNER
Revision Date: Nov 26, 2019

SALARY RANGE
$5,812.00 - $7,263.00 Monthly
$69,744.00 - $87,156.00 Annually

DESCRIPTION:

This is a full-time, Fair Labor Standards Act non-exempt position. The regular work schedule for the City Clerk is Monday through Friday, 8:00am to 5:00pm. On Mondays in which there is a regular Council meeting the normal works hours are 10:30am to 7:00pm. Attendance at Council meetings is mandatory. The incumbent in this position is not a Civil Service employee.

General Purpose:
This is a highly responsible professional position that works 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 includes clerk duties required by State law.

The City Clerk works under the direction of the Mayor and City Administrator and is supervised by the Administrative Services Director. There are no supervisory responsibilities associated with the City Clerk position.
EXAMPLES OF DUTIES:
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:

- Responsible for the preparation and distribution of the agenda and information packet for City Council meetings; attending City Council and/or other public meetings; for recording and preparing official minutes of meetings, distributing notices of action and maintaining agenda bills, city ordinances, resolutions, correspondence and city code records.
- 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.
- Maintains and updates council profiles, positions and operating rules.
- Prepare and maintain proclamations, certificates and administers oaths of office.
- Manages City elections by implementing processes and procedures necessary in accordance with all applicable State and Federal requirements.
- Oversees the preparation, publication, codification and filing of legal notices such as public hearings, special Council meetings, advertisement for bids, officiating at bid openings, ordinances, etc., in accordance with established procedures and legal requirements.
- Coordinate citizen advisory committee/commission interview and appointment process and maintain appointment records.
- Responsible for developing, implementing and maintaining a records management process for ordinances, resolutions, policies, agreements, agendas, minutes, calendars and other documents; involves working with other City Departments to coordinate records storage and retrieval processes in accordance with the State records retention schedule; is the official City Records Officer.
- Safe keep the city seal, attest to City documents and serve as a notary.
- Acts as the staff liaison to the City Council, as directed by the Mayor or City Administrator.
- Fields internal and external calls and inquiries as the primary point of contact for the Mayor and maintains the Mayor's calendar.
- Performs the official certification and recording for the City as required on legal documents and any other records requiring such certification; attest and records all applicable vital statistics.
- Other duties as assigned.
QUALIFICATIONS:

**Education and Experience:**
Any combination of experience and education which provides the applicant with the listed necessary knowledge, skills and abilities will be considered. Preferred qualifications include: Certified Municipal Clerk (CMC) Certification or the ability to obtain certification within three years of hire date, Notary Public License, or the ability to obtain within three months of hire date, and/or Bachelor's degree with an emphasis in business, public administration, human resources, records management or a closely related field; a minimum of five years of office/business management and personnel work experience.

**Necessary Special Requirements**

1. Must pass a background investigation.
2. Must be bondable.
3. Possession of valid Washington State Driver's License with record free from serious or frequent violations.

**NECESSARY KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:**

- Applicable legal procedures of the City and other governmental agencies.
- Theories, practices and technologies on records classification, indexing, archiving, retrieval including electronic/digital records management.
- Business English, spelling, grammar and punctuation, with excellent oral and written communication skills.
- Parliamentary procedures and state laws relating to conduct of City Council Meetings.
- Structure and operation of State, County and municipal governments.

**Ability to:**

- Publish, maintain and in some instances interpret City codes, ordinances, resolutions and other related documents.
- Use interpersonal skills with tact, patience and courtesy.
- Prioritize and schedule work and meet schedules and time lines with little direction.
- Communicate effectively both orally and in writing.
- Work confidentially and independently with discretion and little direction.
- Maintain records, files and filing systems.
- Provide excellent customer service by using a friendly, professional and accurate and customer oriented 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.
- Answer questions, advise staff, and resolve problems on recruiting and selection issues.
- Use initiative and independent judgment within established procedural guidelines.
- Prepare, maintain, and review human resource records, reports, and documentation.
- Establish and maintain effective working relationships with co-workers and the public.
SUPPLEMENTAL INFORMATION:
Formal application, 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.