

**City of  
EDMONDS  
Washington**

**CITY CLERK**

<b>Department:</b>	City Clerk	<b>Pay Grade:</b>	<b>NR-14</b>
<b>Bargaining Unit:</b>	Non Represented	<b>FLSA Status:</b>	Exempt
<b>Revised Date:</b>	November 2012	<b>Reports To:</b>	Mayor

**POSITION PURPOSE:** Under administrative direction, plans, organizes, controls and directs the City Clerk’s Office operations; interprets legal requirements and independently establishes procedures and priorities; at the direction of the City Council President, administers the scheduling and coordination of City Council weekly agendas and public meeting notifications; serves as the City’s Records Officer and maintains official City records; administers business licensing functions, ordinances and resolutions; ensures codification of ordinances and supervises and evaluates the performance of assigned personnel.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Plans, directs, coordinates and reviews the work of assigned staff; assigns work activities, coordinates schedules, projects and programs; provides constructive feedback, reviews and evaluates work and makes effective suggestions and recommendations.
- Supervises, coaches, trains and motivates staff, coordinates and/or providing staff training.
- Directs the employment and hiring process, employee relations while managing the workflow.
- Prioritizes projects and measures the performance of the department and all related staff and takes appropriate corrective action when necessary.
- Provides advice and counsel to staff, develops developmental work plans for staff and implements and/or recommends corrective actions, discipline and termination procedures as appropriate/necessary.
- Develops, administers, maintains and oversees the budget including the annual budget; makes recommendations and forecasts for future funds needed for staffing, equipment, materials and supplies.
- Recommends efficiencies to keep costs within established financial guidelines and approves department expenditures and implements adjustments.
- Serves as the City’s Records Officer; coordinates responses to requests for public records including all confidential records.
- Prioritizes requests and meets legal timelines.
- Researches, assembles and reviews documents consulting with the City Attorney regarding legal procedures as needed.
- Administers maintenance of official City records and official seal, recording, indexing, filing and safe keeping and preservation of public records including: public meeting minutes and tape recordings, ordinances, resolutions, contracts, agreements, public hearing files and other recorded documents.
- Maintains database and index for tracking and research purposes.
- Administers the scheduling and coordination of City Council weekly agenda, coordinating activities with Mayor, Council President, department heads and managers.

## **JOB DESCRIPTION**

### **City Clerk**

- Ensures notification of public meetings and hearings meet all legal guidelines; assembles and prepares the weekly meeting packets of agenda memos obtaining all approvals as needed and attends Council meetings including confidential executive sessions.
- Oversees the set-up of the meeting room; receives documents to be distributed to Council including exhibits and correspondence; responds to questions as needed; assures speakers follow established time lines; supervises the preparation of meeting minutes and reviewing them for accuracy and distributes approved minutes.
- Designated by Resolution to receive Claims for Damages and legal actions against the City.
- Coordinates with City Attorney and Washington Cities Insurance Authority (WCIA); logs and maintains original documents and submits to appropriate department and staff; prepares Council agenda items related to claims and agenda memos as appropriate; serves as “alternate” contact for working with WCIA on all risk management issues.
- Administers business licensing issuance, various parking permits and special event permits and coordinates all related office functions.
- Responds to research requests from staff and public; researches City Council action through minutes, ordinances, resolutions, contracts and property purchases.
- Certifies records on behalf of the City and attests to the Mayor’s signature on documents.
- Performs notary services for City-related matters.
- Coordinates and administers the codification of ordinances and distributes supplements city-wide.
- Coordinates elections with the Snohomish County Auditor’s Office to place propositions or measures on the ballot.
- Administers the Oath of Office for various officials.
- Coordinates the bid openings for all departments and receives bids; attends bid openings; announces bid amounts and maintains all associated records.
- Directs Department operations to maintain effective and efficient programs.
- Assures compliance and accountability with federal, state, and local regulations, policies and procedures.
- Develops action plans and metrics analyzing operational results and assuring the effective allocation and utilization of resources.
- Serves as staff on a variety of boards, commissions and committees.
- Prepares and presents staff reports and other necessary correspondence.
- Attends and participates in professional group meetings maintaining awareness of new trends and developments in the fields related to area of assignment.
- Incorporates new developments as appropriate and ensures processes, policies and practices are interpreted and applied consistently and effectively.

#### **Required Knowledge of:**

- Functions, activities and responsibilities of the City Clerk’s Office.
- Federal, state and local laws and regulations regarding public records, public meetings, legal notices and other assigned functions.
- Parliamentary procedures.
- Structure and operation of state, county and municipal governments.
- City organization, operations, policies and objectives.
- Interpersonal skills using tact, patience and courtesy.
- Records management systems, techniques and technology.
- Structure, organization and inter-relationships of city departments, agencies and related governmental agencies and offices affecting assigned functions.
- Effective oral and written communication principles and practices to include public relations and public speaking.

## **JOB DESCRIPTION**

### **City Clerk**

- Program/project management techniques and principles.
- Research methods and report preparation and presentation.
- Modern office procedures, methods, and equipment including computers and computer applications such as: word processing, spreadsheets, and statistical databases.
- English usage, spelling, grammar and punctuation.
- Principles of business letter writing.
- Principles and practices of governmental budget preparation and administration.
- Supervisory and training principles, methods and techniques.

#### **Required Skill in:**

- Planning, organizing, controlling and directing City Clerk's office operations.
- Interpreting legal requirements and independently establishing procedures and priorities.
- Maintaining official City records.
- Administering the scheduling and coordinating of City Council weekly agendas.
- Administering business licensing functions.
- Administering ordinances and resolutions.
- Maintaining confidentiality of politically sensitive materials and information.
- Understanding, interpreting and codifying City ordinances.
- Researching, analyzing, interpreting, organizing and reporting on data.
- Meeting schedules and legal time lines.
- Developing and administering program goals and objectives; implementing initiatives and recommendations in support of department and City goals.
- Utilizing personal computer software programs and other relevant software affecting assigned work and in compiling and preparing spreadsheets.
- Establishing and maintaining effective working relationships with staff, management, vendors, outside agencies, community groups and the general public.
- Interpreting and administering policies and procedures sufficient to administer, discuss, resolve and explain them.
- Maintaining confidentiality and communicating with tact and diplomacy.
- Applying program/project management techniques and principles.
- Directing the maintenance of a variety of records and preparing comprehensive narratives and statistical reports.
- Developing and monitoring departmental and program/project operating budgets, costs and schedules.
- Communicating effectively verbally and in writing, including public relations and public speaking.
- Supervising, leading, coaching and using best management practices to improve staff performance; delegating tasks and workload assignments.

#### **MINIMUM QUALIFICATIONS:**

##### **Education and Experience:**

Bachelor's Degree in Business Administration, Public Administration or related field and six years of experience managing or supervising services typically provided by the City Clerk such as records management, City Council and Mayoral support, elections, and business licensing support that includes three years of staff supervisory and budgetary responsibility; OR an equivalent combination of education, training and experience.

##### **Required Licenses or Certifications:**

Valid State of Washington Driver's License.

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Notary License .

Certification as a Certified Municipal Clerk (CMC).

Must be able to successfully complete and pass a background check.

**WORKING CONDITIONS:**

**Environment:**

- Office environment
- Constant interruptions

**Physical Abilities:**

- Hearing, speaking or otherwise communicating to exchange information in person or on the phone.
- Reading and understanding a variety of materials.
- Operating a computer keyboard or other office equipment.
- Sitting, standing or otherwise remaining in a stationary position for extended periods of time.
- Bending at the waist, kneeling, crouching, reaching above shoulders and horizontally or otherwise positioning oneself to accomplish tasks.
- Lifting/carrying or otherwise moving or transporting up to 20 lbs.

**Hazards:**

- Contact with angry and/or dissatisfied customers.

**Incumbent Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Department Head:** \_\_\_\_\_

**Date:** \_\_\_\_\_