

## **CITY CLERK**

**FLSA STATUS - Exempt**

### **DESCRIPTION OF WORK**

Under direction of the City Manager and subject to legislative or administrative determination of policy and legal requirements, directs and performs work in the maintenance of official city records; issues business licenses; collects charges, fees and revenues. Responsible for planning, organizing, staffing and directing the activities of the Deputy City Clerks.

### **DUTIES-EXAMPLES OF WORK**

#### **ESSENTIAL DUTIES:**

Plans, directs and supervises the work involved in maintaining official city documents and records, including books, papers, deeds, title papers, contracts and other records; prepares City Council agendas; attends council meetings and keeps a journal of its proceedings, ordinances and resolutions; directs the official publication of notices and ordinances; accepts communications for the Council; maintains the Clerk's index; receives revenues; registers voters and conducts elections; checks names on petitions and other documents against official registration lists; coordinates work of the City Clerk's office with other city departments; issues licenses, permits and other related documents; files and maintains all personnel and other records and reports required by law, the Council or City Manager; processes insurance and pension claims; assist in drafting annual budget; assists in administration of the City's personnel program; assists the City Manager as required.

**OTHER DUTIES:** Works with some community organizations in planning and conducting special events and youth projects; performs related duties.

### **QUALIFICATIONS**

Thorough knowledge of the laws, statutes and ordinances pertaining to the City Clerk's office.  
Thorough knowledge of modern office practices, principles and methods.  
Working knowledge of the rules and procedures of the Council proceeding.  
Working knowledge of the principles and practices of municipal bonds and finance.  
Ability to communicate effectively in oral and written form.  
Ability to maintain confidentiality.  
Ability to carry out work in a timely fashion and accurately.  
Ability to carry out mathematical procedures.  
Ability to gather data and make analyses.  
Ability to establish and maintain effective working relationships with officials, other employees and the public.

### **PHYSICAL AND SENSORY REQUIREMENTS**

Ability to perform sedentary physical work and to lift and carry up to 10 pounds;  
Ability to stand, walk, run, sit, climb, reach, grasp, push, pull and perform similar body movements;  
Possesses hand/eye/foot coordination adequate to operate office equipment including a computer;  
Ability to talk and hear in person and by telephone;  
Ability to see and read instructions, manuals, codes and statutes, and figures on a computer screen.

### **EXPERIENCE AND TRAINING**

Any combination of experience and training equivalent to a Bachelor degree and five years of progressively responsible office experience with municipal procedures, book-keeping, documents, supervision and office practices.

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