

CITY OF SHORELINE

CITY CLERK

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To manage, supervise and coordinate the programs and activities of the City Clerk's office; to oversee the maintenance and archiving of original City records; to assist citizens in participating in City government; and to provide responsible administrative support to the City Council and City Manager.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Assistant City Manager.

Exercises direct supervision over clerical support staff and the Deputy City Clerk.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Manage, supervise and coordinate the programs and activities of the City Clerk's office; develop and implement records management procedures for City agencies and authorities.
2. Plan, organize, supervise, coordinate and participate in the operations of the City Clerk's office; assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
3. Develop and administer the budget for the City Clerk's office; monitor expenditures and implement adjustments.
4. Coordinate and oversee the preparation of the City Council agenda and associated agenda packets.
5. Oversee the distribution of Council agendas, minutes and other information posting for public knowledge; respond to citizen requests and inquiries regarding ordinances, Council actions and other pertinent information.
6. Attend Council meetings; oversee the accurate recording of proceedings and preparation of minutes, recording, indexing and filing for public record.
7. Prepare and publish legal notices in accordance with established procedures and legal requirements; file ordinances and resolutions of the Council; oversee the updating of the local code.
8. Serve as custodian of official City records; perform the official certification and recording for the City; certify ordinance books; attest and record all applicable vital statistics.
9. Serve as liaison for the City Clerk's office with other City departments, divisions and outside agencies; negotiate and resolve sensitive and controversial issues; provide guidance and direction to other departments regarding legislative processes and statutory requirements for submittal to the City Council.
10. Provide responsible staff assistance to the City Manager.

Marginal Functions:

1. Provide administrative support for the Library Board; attend monthly meetings as required.

2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

State and local laws prescribing duties of the City Clerk.
Operational characteristics, services and activities of a City Clerk's office.
Principles and practices of records management including records retention laws.
Principles and practices of program development and administration.
Principles and practices of local budget preparation and administration.
Principles of supervision, training and performance evaluation.
Business English, spelling and arithmetic.
Modern office procedures, methods and computer equipment.
Pertinent Federal, State and local laws, codes and regulations.

Ability to:

Manage, direct and coordinate the work of lower level staff.
Direct and participate in the operations, services and activities of the City Clerk's office.
Develop and administer an efficient records management system.
Prepare and administer large and complex budgets.
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
Research, analyze and evaluate new service delivery methods and techniques.
Interpret and apply Federal, State and local policies, laws and regulations.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible managerial, supervisory or administrative experience in the fields of records management, office management or a related field, preferably in a city clerk's office.

Training:

Equivalent to a bachelor's degree from an accredited college or university with major course work in public administration, or a related field.

License or Certificate

Possession of, or ability to obtain, a Municipal Clerk Certification.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens, extensive contact with community, staff and Council; attendance at Council meetings required.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; extensive public speaking and interaction; extensive use of computer.

Note:

1. Any combination of education and experience may be substituted, so long as it provides the desired skills, knowledge and abilities to perform the essential functions of the job.
2. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.
3. While requirements may be representative of minimum levels of knowledge, skills and abilities to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.
4. This job description in no way implies 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 their supervisor.

I have read and understand this class description.

Signature

Date