

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.*

JOB OBJECTIVE

Under executive direction, plans, organizes, controls and directs the City Clerk's Office operations; interprets legal requirements and establishes procedures and priorities; at the direction of the Mayor and City Administrator, ensures the scheduling and coordination of the City Council, and all meeting bodies subject to the Open Public Meetings Act, are administered according to the Act; serves as the City's Public Records Officer, maintaining the City's official meeting notices, materials and minutes, ordinances and resolutions, and Code of Ordinances records; administers business licensing functions, oaths of office, and supervises and evaluates the performance of assigned personnel. This position reports to the Administrative Services Director.

ESSENTIAL FUNCTION STATEMENTS

The following tasks are typical for positions in this classification. Any single position may not perform all these tasks and/or may perform similar related tasks not listed here:

Serves as staff to, and prepares governing, and other public bodies, meeting notices, materials and minutes, per all statutory requirements; maintains the index of ordinances and provides them for public inspection.

Maintains records such as resolutions, contracts, land records, governing board correspondence, oaths of office, legal and other notices, and citizen applications to various boards and commissions; provides certification or signature attestation of documents when required; ensures the City is compliant with the Public Records Act and the City's Public Disclosure Policy.

Ensures that all the City's records, including historical, are centrally managed and retained safely and accessible for use by the public and staff for inspection and copying (except as restricted by law) and are disposed of in accordance with the appropriate schedule or records retention and disposition promulgated by the Washington Secretary of State;

Assists with public meetings location setup and materials preparation. Ensures that the notice, agenda, and accompanying materials for the agenda packet are disseminated to the members, the press and all interested parties as required by law; arranges for the viewing and recording of public meetings, establishes guidelines for public engagement, and provides parliamentary guidance as needed.

Oversees the City's records management program in Laserfiche in coordination with the Records Management Coordinator; develops standard operating procedures of such programs; performs related tasks such as: inventory, storage, electronic conversion, disposition, retention and disposal, ensuring confidentiality where required.

Develops and implements staff and volunteer training materials and programs on City policies and practices regarding public meeting management, records management, and contract management.

Assists, and consults with, the City Attorney for legal procedures with records and statute research for legal application.

Accepts and assists with Request for Proposals/Qualifications bids and bid openings as needed; serves as a Notary Public; receives Claims for Damages and legal actions against the City; coordinates elections, ballot

propositions, or ballot measures with the Clark County Auditor's Office; administers Oaths of Office.

Plans, directs, coordinates, and reviews the work of assigned staff and interns; assigns work activities, coordinates schedules, projects and programs; provides constructive feedback, reviews and evaluates work and makes effective suggestions and recommendations.

Responds to, and redirects as needed, citizen inquiries in a professional manner; always works confidentially and with discretion; and prepares and presents staff reports and other necessary correspondence.

Develops and follows personal work plan to accomplish assignments and objectives within available resources; participates in professional organizations to maintain awareness of trends and developments in the field of a municipal clerk; incorporates new developments and laws within processes, policies, and practices; and ensures City Clerk functions remain operational during emergency situations.

AUXILIARY FUNCTION STATEMENTS

Perform a variety of general clerical and office duties in support of the assigned area; answer phones, operate office equipment, provide backup support in the absence of other clerical staff as needed.

Provide customer service over the phone and in person.

Follow all safety rules and procedures established for work area.

Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Functions, activities, and responsibilities of the City Clerk's Office.

Structure and organization of federal, state, and municipal laws and regulations regarding public records (Washington Public Records Act), public meetings (Open Public Meetings Act), legal notices and other assigned functions; as well as City organization, operations, policies, and objectives.

Knowledge of public records laws including RCW 42.56 Public Records Act and RCW 40.14 Preservation and Destruction of Public Records.

Records management systems, techniques, and technology, including the procedures and legal requirements necessary to maintain, archive, preserve, and protect municipal records.

Parliamentary procedures.

Structure, organization, and inter-relationships utilizing tact, patience and courtesy, working with 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.

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.

Supervisory and training principles, methods and techniques.

Ability to:

Plan, organize, control and direct City Clerk's office operations.

Understand, interpret and codify City ordinances.

Interpret legal requirements and independently establish procedures and priorities.

Maintain official City records, administer ordinances and resolutions.

Administer the scheduling and coordinating of City Council weekly agendas.

Research, analyze, interpret, organize, and report on data; apply program/project management techniques and principles; meet required schedules and legal timelines.

Develop and administer program goals and objectives; implement initiatives and recommendations in support of department and City goals.

Utilize personal computer software programs and other relevant software affecting assigned work and in compiling and preparing spreadsheets.

Establish and maintain effective working relationships with staff, management, vendors, outside agencies, community groups and the public.

Interpret and administer policies and procedures sufficient to administer, discuss, resolve and explain them.

Communicate effectively verbally and in writing, including public relations and public speaking; maintain confidentiality of politically sensitive materials and information, and communicate with discretion, tact, and diplomacy.

Direct the maintenance of a variety of records and preparing comprehensive narratives and statistical reports.

Develop and monitor departmental and program/project operating budgets, costs and schedules.

Supervise, lead, coach and use best management practices to improve staff performance, delegating tasks and workload assignments.

Education and Experience Guidelines

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

Education:

Equivalent to the completion of an Associates degree in public administration, records management, business administration or a related field.

Experience:

Five years of increasingly responsible administrative support, records management and progressively responsibility municipal experience including managing or supervising services typically provided by the City Clerk including public meeting body and executive office support.

Required Licenses or Certifications:

Certification as a Municipal Clerk (CMC) required. Master Municipal Clerk (MMC) certification preferred.

Certification as a Washington State Public Records Officer.

Washington State Notary License.

Valid State of Washington Driver's License.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

Environment: Office environment; exposure to computer screens; constant interruptions.

Mobility: Sitting for prolonged periods of time; extensive use of computer keyboard. Ability to lift/carry or otherwise transport up to 20 lbs.

Vision: Visual acuity to read and understand a variety of materials including computer screens.

Other Factors: Hearing, speaking or otherwise communicating to exchange information in person or on the phone and in public meetings on audio equipment. Incumbents may be required to work extended hours including evenings and weekends. Incumbents may be required to travel outside City boundaries to attend meetings. May be in contact with angry and/or dissatisfied citizens.

Proposed 2021 Salary Scale

Position							
	1	2	3	4	5	6	7
City Clerk	6739	6941	7150	7364	7585	7813	8047