

CITY OF FOREST PARK, GA

JOB DESCRIPTION



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

CITY CLERK

Department: CHIEF EXECUTIVE OFFICE

Pay Grade: 109

FLSA Status: Exempt

JOB SUMMARY

The purpose of this classification is to provide highly responsible secretarial, administrative, and clerical support. Work involves providing and managing clerical and administrative support functions at the highest level of City government. Employees in this class are in highly visible positions requiring frequent communication with all levels of City government, external agencies and businesses, the media, and the general public.

ESSENTIAL JOB FUNCTIONS

- Maintains frequent communication with all levels of City government, external agencies, local businesses, community groups, the media, constituents, and the general public. Serves as the initial point of contact for the Department and presents a professional and positive image for the City. Receives and screens calls and visitors; provides assistance and information; responds to inquiries and requests for information; and coordinates the collection and/or distribution of information pertaining to City government and/or Council activities. Refers callers/visitors to other departments as appropriate.
- Prepares reports, correspondence, executive summaries, agenda and agenda packet materials, and other documents upon request.
- Maintains and numbers resolutions and ordinances adopted and distributes to all departments.
- Maintains lists of council members, monitors term expirations where applicable; coordinates meeting schedules; and tracks project status, due dates, scheduled presentations, etc.
- Responds, as appropriate, issues and complaints received on the Citizens Solution Hotline.
- Attends meetings including staff meetings, special called meetings, and Mayor and Council retreats; attends meetings and acts as secretary for the Urban Redevelopment Authority,

- Development Authority, Downtown Development Authority, and Retirement Board; prepares agenda; and transcribes and distributes minutes.
- Maintains all open records requests and record retention; files campaign contribution and financial disclosure forms for elected officials and creates proclamations.
- Establishes and maintains a variety of files and records, to include both automated and manual files.
- Organize, maintain, archive, records according to Georgia Law and city's retention policy.
- Assists in the preparation of ordinances and resolutions that are being proposed by the governing body for approval; notifies the legal organ of meetings, dates, and times.
- Comply with all federal, state, and local laws and regulations.
- Operates a personal computer, telephones, copiers, and other general office equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.
- Supervises the Deputy City Clerk and Council Aides.
- Performs other related duties.

MINIMUM QUALIFICATIONS

Education and Experience:

Requires an Associate's degree with secretarial or business coursework; and three (3) years of related experience that includes progressively responsible experience performing executive secretarial work, or equivalent combination of education and experience.

Special Qualifications:

N/A

Knowledge, Skills, and Abilities:

- Ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.
- Ability to apply principles of persuasion and/or influence over others in a supervisory capacity.
- Ability to operate, maneuver, and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.
- Ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.
- Ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; ability to utilize principles of fraction; ability to interpret graphs.

- Ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.
- Ability to exercise judgment, decisiveness, and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

PHYSICAL DEMANDS

The work is sedentary which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body.

- Hearing: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination sound.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Visual Acuity: Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.

WORK ENVIRONMENT

Work is performed without exposure to adverse environmental conditions.