

City of Grand Rapids Job Description

Job Title: City Clerk
Department: Administration
FLSA Status: Non-Exempt
Approved By: City Council
Approved Date:

Summary: Performs statutory functions of the position, serving as clerk to the City Council, preparing and maintaining official records and files, handling and processing confidential information and materials, preparing reports and, coordinating agenda preparation, administering Elections, ensuring compliance with statutes, ordinances and policies, providing skilled administrative support and related work as apparent or assigned. Work is performed under the guidance of the City Administrator.

Essential Duties and Responsibilities include the following. The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to that position. Other duties may be assigned.

City Council and Administration:

- Serves as first point of contact between the Public and City Administrator, Mayor and City Council.
- Serves as confidential administrative clerk to City Administrator, Mayor and Council, processing confidential information and materials.
- Coordinates and prepares Council meetings and agenda packets for distribution.
- Ensures compliance relating to meeting notices, public hearings, and mailings for City Council, City Boards and Commissions.
- Attends meetings, records, prepares, finalizes, maintains and publishes permanent meeting minutes, resolutions, ordinances and other records for City Council and various Boards and Commissions.
- Responsible for processing approved contracts and agreements, ensuring full execution and proper record keeping and retention.
- Processes and issues liquor licenses within the City, including temporary licensing for authorized organizations.
- Processes and issues licenses for Transient Merchants, Theaters, Taxi Cabs, Amusements, Charitable Gambling, Community Festivals, Fireworks sales and displays within the city limits.
- Coordinates background checks with local law enforcement and Bureau of Criminal Apprehension for potential license and permit holders.
- Responsible for preparing and submitting annual license revenue reports to the State of Minnesota.
- Provides information, explanation and assistance to the public and City staff on a wide range of city policies and procedures, responding to inquiries and requests from the public regarding city ordinances, city history and Council action.

- Manage and maintain Readerboard and City social media, assisting in the distribution of information.
- Manages and maintains City Website.
- Manages Municode Meeting Management program for City Council, Boards and Commissions.
- Manages web based Municipal Code platform, including City Employee Manual, overseeing codification process upon Council passage.
- Provides training to employees for use of various Municode web based management programs.
- Provides support for Department Heads and staff as needed and assists with projects as requested.
- Work with outside agencies and organizations, assisting with projects, meetings, and various other duties as assigned.
- Attests Mayor's signature on official documents as required and maintains responsibility for City Seal.
- Composes, prepares and edits a variety of correspondence, email, website announcements, reports, memoranda and other material requiring judgment as to content, accuracy and completeness.
- Serves as keeper of official City records and preserves permanent historic documents, maintaining records retention for the City and oversees Laserfiche digital document imaging files.
- Appointed Responsible Authority for official city records under the data practices laws and ensures compliance with Minnesota Data Practices Act.
- Coordinates updating of city's fees.
- Performs all other tasks as assigned.

Election Administration:

- Responsible for all election activities, including hiring, supervising and scheduling election judges.
- Establishes and supervises absentee voting process for Health Care Facilities within the City limits.
- Prepares, files and publishes all required legal notices related to elections, ensuring compliance with Federal and State statutes.
- Manages and files affidavits of candidacy, campaign finance report filings and certification of filing.
- Establishes and ensures polling locations in each precinct are available, and ensures official notifications are made to County and State of any changes.
- Manages all election day activities for four polling places.

Education and/or Experience

- Associates/Technical degree, or equivalent combination of education and experience.
- Preferred experience as a City Clerk or Deputy City Clerk.
- Preferred Municipal Clerk's Certification.
- Notary Public License or obtain within six months of employment.

Knowledge, Skills, Abilities and Competencies Required: The requirements listed below are representative of the knowledge, skill, ability and/or competency sets required to complete the essential functions at a satisfactory level.

- Thorough knowledge of city organization and operation of municipal government.
- Thorough knowledge of department functions and administrative policies and practices.
- Thorough knowledge of rules of order related to public meetings, public hearings and Open Meeting Law.
- Thorough knowledge and understanding of City Municipal Code.
- Thorough knowledge of election processes, voter registration laws, procedures, rules and regulations.
- Ability to operate standard office equipment including personal computer and knowledge of applicable software programs, including Access Database software; Internet software; Outlook; Excel Spreadsheet software and Word Processing software.
- Ability to research and prepare reports.
- Ability to communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with staff and the general public.
- Provide excellent customer service, meeting commitments to the public.
- Possess interpersonal skills, with ability to solve conflict, practice confidentiality, and positive interaction with mutual respect.
- Become a team player; able to balance team and individual responsibilities.
- Ability to operate within approved budget, developing and implementing cost saving measures whenever possible.
- Ability to follow policies and procedures, completing projects on time, and supporting City goals and values.
- Possess organization skills with efficient time management, goal orientation and realistic plan development.
- Ability to adapt, remain professional, dependable and use initiative.
- Ability to apply common sense to work related activities and seek assistance if necessary.

Physical Demands This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires reaching with hands and arms and occasionally requires standing, walking and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.