

CITY OF MEDINA

CLASSIFICATION DESCRIPTION

POSITION: City Clerk

DEPARTMENT: Central Services Department

REPORTS TO: City Manager

FLSA STATUS: Exempt

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

THE CITY OF MEDINA

Incorporated in 1955, Medina is located on the shores of Lake Washington. Medina is a beautiful and sophisticated community conveniently positioned between Bellevue and Seattle. With just over 3,200 residents, Medina is a quiet affluent community. The Lake Washington waterfront in Medina is some of the most sought-after waterfront in the Pacific Northwest.

The City of Medina operates as a Council/Manager form of government with a seven-member non-partisan part-time City Council. The Council is elected at large every two years to staggered four-year terms. The mayor is selected by the City Council and serves a two-year term.

The city provides general governmental services through six departments: the City Clerk's office (also known as Central Services), Development Services, Police, Finance/HR, and Public Works.

Mission: Ensure efficient delivery of quality public services, act as responsible stewards of Medina's financial and natural resources, celebrate diversity, leverage local talent, and promote the safety, health, and quality of life of those who live, work, and play in Medina.

DEFINITION

Under administrative direction from the City Manager, the City Clerk is responsible for overseeing the daily activities and functions of the City Clerk's Office, which includes supervision of staff, agenda management, records and City document management, and City contracts. The City Clerk serves as the Clerk for the City Council.

DISTINGUISHING CHARACTERISTICS

The Office of the City Clerk is the oldest among public servants, extending to ancient times, and exists today as a vital part of local government around the world. The City Clerk's Office is committed to providing transparency in government and strives for exceptional service to the citizens of Medina, its policy makers, and fellow staff.

SUPERVISION RECEIVED/EXERCISED:

This position receives administrative direction from and report to the City Manager. Exercises direct and indirect supervision over assigned staff.

ESSENTIAL FUNCTIONS: (include but are not limited to the following):

1. Serves as elections liaison to King County Records and Election Division; serves as the filing official for required disclosure statements and conflict of interest filings under the Public Disclosure Commission (PDC); and administers oaths of office to elected officials, department heads and city employees and serves as a notary public.
2. Serves as custodian of official City seal, records and public documents; performs certification and recording for the City as required on legal documents and other records requiring such certification. Seals and attests by signature to ordinances, resolutions, and contracts, easements, deeds, bonds or other documents requiring City certification, catalogs and files all City records.
3. Manages the City Council agenda process by attending City Council meetings and study sessions and recording all official proceedings; preparing or supervising the preparation of minutes and other documents; directing the publication, filing, indexing and safekeeping of all proceedings of the Council; directing the preparation, organization, and printing and distribution of the agenda for City Council.
4. Receives, processes and maintains claims, summons, subpoenas, and requests for production of documents; directs the publication of all legal advertising; and assists the public and staff by providing information and research assistance.
5. Receives and opens bids, provides information pertaining to public bids.
6. Directs the records management program by planning and overseeing the maintenance of systems and procedures for the updating, safekeeping, and filing of all official municipal documents, such as ordinances, resolutions, minutes, agendas, and contracts.
7. Prepares and presents complex staff reports, makes recommendations to and provides highly responsible and complex analytical and administrative assistance to the City Manager.
8. Serves as the City's contract administrator by maintaining copies of contracts and notifies departments of contract or insurance coverage expiration dates.
9. Directs staff in the performance of City Clerk services, programs and activities by selecting, training, supervising, motivating, coaching and evaluating personnel; works with employees to develop skills and correct deficiencies.
10. Provides information to staff, other organizations and the public by understanding, applying, and explaining complex, technical policies, provisions of State law, City Code, Public Records Act, and other legal information.
11. Performs office development planning by implementing and administering department goals, objectives, budgets, policies, and priorities in accordance with the City's goals; develops priorities, approaches, and strategies regarding organizational development; identifies opportunities for improvement and implements changes; establishes appropriate service and staffing levels; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors work load and administrative and support systems.
12. Develops, plans and administers the City Clerk Department budget by monitoring and approving expenditures, forecasting of additional funds needed for staffing, consulting projects, equipment, materials, and supplies and implementing mid-year adjustments.
13. Participates on a variety of boards and commissions; attends and participates in professional group meetings and stays abreast of new trends in the fields of responsibility.

14. Coordinates the City's board, commission, and committee member recruitments and manages the appointment process of Council members and citizens to boards, commissions and committees.
15. May perform other work as assigned.

Other Duties

1. Develops implements and monitors all public services provided by the Office of City Clerk, including passport, notary, and animal licensing services.
2. Responsible for overseeing and maintaining the city's IT contract and budget; facilitates communication, building consensus and resolves conflicts on IT related issues.

PHYSICAL, MENTAL AND ENVIRONMENTAL CONDITIONS:

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

The physical demands described here 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 the essential functions.

Work is performed mostly in office settings. The noise level in the work environment is usually quiet in the office, and moderate in the field. Some outdoor work is required in the inspection of various land use developments and construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is frequently required to talk or hear; sit; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to stand or walk.

The employee must occasionally lift and/or move up to twenty-five pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, or airborne particles. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodation.

QUALIFICATIONS: (The following are minimal qualifications necessary for entry into)

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for a City Clerk. A typical way of obtaining the required qualifications is to possess the

equivalent of a bachelor's degree in public administration, business administration, political science, public relations, human resource management or a related field. The ideal candidate will have a strong knowledge of city government and be committed to excellent customer service. He/She will have a proven track record of planning and coordinating internal staff and functions and will have multiple years of supervisory responsibility.

Special Requirements

Must have a notary bond and certificate at time of appointment or at a time set by the city.

Knowledge of:

- Thorough knowledge of principles and practices of City Clerk services programs development and administration.
- Organization and function of City government.
- Election laws and procedures; political reform requirements.
- Pertinent Federal, State, local law rules and procedures.
- Principles and practices of municipal records management.
- Principles and techniques of official record keeping and management; modern office procedures.
- Principles of supervision, training and performance evaluations.
- Research techniques, sources and availability of information, and methods and principles of report presentation.
- Use of modern office equipment including computers, computer applications and software.
- Public speaking.
- Sufficient mathematical skills for appropriate budget management.

Ability To:

- Plan, organize, direct and supervise the work of subordinate staff, delegate authority and responsibility.
- Plan, organize, and facilitate meetings.
- Prepare agendas and minutes and conduct municipal elections in California.
- Prepare and make effective presentations to large and sometimes difficult groups.
- Work long and varied hours, including evenings and/or weekends if required, work under pressure and time constraints.
- Establish and maintain cooperative working relations with elected officials, department heads, outside agencies, and the public, including people of diverse backgrounds and interests.
- Comprehend and implement complex and comprehensive laws and regulations.
- Communicate clearly and concisely, verbally and in writing.

LEGAL and REGULATORY EMPLOYMENT CONDITIONS

This classification description does not constitute an employment agreement between the city and employee. It is subject to change by the city as the needs of the city and requirements change.

Fair Labor Standards Act (FLSA): Employees in this classification are exempt under the FLSA.

Appointment and Removal Authority: The City Manager is the appointing authority of the City with power of appointment and removal of all employees.

ACKNOWLEDGMENT:

I acknowledge that I have read the job description and requirements for the Development Services Director position, and I certify that I have the necessary education, knowledge, experience, and physical requirements required to perform the essential functions of this position.

Date _____