

CITY CLERK

SUMMARY DESCRIPTION

Under administrative direction, directs, manages, supervises, and coordinates the programs and activities of the City Clerk's Office including attendance at City Council meetings, production of City Council minutes, preservation of record of actions taken by Council and coordination of City elections; oversees the maintenance of official City documents and records; oversees business licensing and special event applications; coordinates assigned activities with other departments and outside agencies; and provides highly responsible complex administrative support to the City Manager and City Council.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assumes management responsibility for all services and activities of the City Clerk's Office including attendance at City Council meetings, production of City Council minutes, preservation of record of actions taken by Council and coordination of City elections.
2. Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends and administers policies and procedures.
3. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within City policy, appropriate service and staffing levels.
4. Plans, directs, coordinates, reviews, and participates in the work plan for the services of the City Clerk's office; assigns work activities, projects, and programs; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems.
5. Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
6. Oversees and participates in the development and administration of the Division's annual budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies; prepares department purchase orders; monitors and approves expenditures; implements adjustments.
7. Supervises and coordinates the preparation of agendas and support material for City Council and other meetings as needed.
8. Schedules and sets-up meeting rooms and attends City Council and other meetings; takes roll; records meetings; prepares minutes; directs the preparation and dissemination of relative information to the appropriate parties.
9. Oversees and manages the City's records management program including developing procedures for records management, retrieval and disposal; maintains, disposes, and preserves official city documents and records including resolutions, ordinances, deeds, Council minutes, agreements, and reports in accordance with legal requirements; supervises the storage and protection of the City's permanent records.
10. Oversees and supervises all public records requests; notes and submits requests that need to be reviewed by the City Attorney before being fulfilled.
11. Supervises and reviews all business license applications and licenses for accuracy; signs business licenses.
12. Oversees processing and approval of special event permit applications.

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13. Plans and oversees preparation for special events including the annual Council Appreciation Dinner for Board and Commission members.
14. Coordinates and participates in activities related to municipal and special elections; serves as filing Officer for required forms and notices.
15. Prepares register and receives and opens formal bids for the City.
16. Maintains a list of appointed board and commission members and post notices for vacancy; assists with applicant and appointment process; maintains attendance records and provides attendance report to the City Council annually.
17. Composes and prepares memos, letters, reports and agendas; maintains a variety of reports, documents, and related information including affidavits of publication, passed resolutions and ordinances, and signed legal documents including contracts and interlocal agreements; attests to legal documents as necessary.
18. Serves as liaison for the City Clerk's Office with other City departments, divisions, and outside agencies; negotiates and resolves sensitive and controversial issues.
19. Provides responsible staff assistance to the City Manager and City Council; conducts a variety of organizational studies, investigations, and operational studies; researches documents; recommends modifications to City Clerk Office's programs and procedures as appropriate.
20. Attends and participates in professional group meetings; stays abreast of new trends, innovations, and laws in the fields of records management and elections, and in the profession of City Clerk.
21. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operations, services, and activities of the City Clerk's Office.
Organization and function of City government.
Rules and regulations governing local municipal elections.
Rules and regulations governing the conduct of public agency council meetings.
Principles and practices of program development and administration.
Codes and ordinances in city clerk program areas.
Principles and practices of budget preparation and administration.
Principles of supervision, training and performance evaluation.
Principles and practices of business correspondence.
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
Principles and practices of automated and manual records management, retrieval and storage.
English usage, spelling, grammar, and punctuation.
Pertinent Federal, State and local laws, codes and regulations.

Ability to:

Oversee and participate in the management of the services and programs provided by a comprehensive City Clerk's Office.

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Oversee, direct and coordinate the work of lower level staff.
Coordinate and administer local elections.
Select, supervise, train and evaluate staff.
Serve as clerk to the city council and ensure proper conduct of meetings and resolutions.
Participate in the development and administration of division goals, objectives and procedures.
Provide information and organize material in compliance with laws, regulations, and policies.
Develop and administer an efficient records management system.
Prepare and administer program budgets.
Prepare clear and concise administrative and financial reports.
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.
Read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
Effectively and tactfully present information and respond to questions from groups of managers, clients, customers, and the general public.
Define problems, collect data, establish facts, and draw valid conclusions.
Organize records maintenance activities and elections.
Prepare reports and agenda documentation.
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

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/Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, business administration, or a related field. Additional experience and specialized training may substitute for formal education.

Experience:

Five years experience in performing responsible and complex administrative duties in a City Clerk's office including two years of supervisory responsibility.

License or Certificate:

Possession of a valid Washington State Driver's License.

Municipal Clerk certification is desirable.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions 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 the essential job functions.

Environment: Standard office setting.

Physical: Incumbents require sufficient mobility to work in an office setting; stand or sit for prolonged periods of time; operate office equipment including use of a computer keyboard; light lifting and carrying; ability to verbally communicate to exchange information.

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Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Job descriptions are not intended, nor should they be construed to be, an exhaustive list of all responsibilities, tasks, skills, efforts, working conditions or similar behaviors, attributes or requirements associated with a job.

Date: May 2011