

**CITY OF MONROE
POSITION DESCRIPTION**

TITLE:	City Clerk	DEPARTMENT:	Administration
NUMBER:	001-05	REPORTS TO:	City Administrator
UNION:	PG-11 Non-Exempt	CURRENT:	

MAJOR FUNCTION AND PURPOSE

Perform administrative duties of the City Clerk’s office as outlined in RCW; Act as Public Records Officer and administer the City’s records management program; Function as assistant to in a limited capacity, to the Mayor. Performs administrative work in support of city clerk operations, functions and programs.

SUPERVISION RECEIVED

This position serves under the direction of the City Administrator.

SUPERVISION EXERCISED

Provides occasional general direction to some Support Service staff and/or interns.

SPECIFIC DUTIES AND RESPONSIBILITIES

- Maintain and document all official City records as Public Records Officer.
- Provides executive support to the Mayor, including calendar management and scheduling.
- Disclosure of information in accordance with law, and as Public Records Officer, and as authorized by the City Administrator.
- Responsible for all records retention duties; including archiving, ordering, returning, and answering any questions regarding the same. Update the Records Retention Policy as needed, or once a year. Develop and keep current archive database. Assist in training of employees regarding records retention
- Supervise the issuance of municipal licenses and permits, including, but not limited to, business, gambling, professional and amusement licenses and overweight parking permits with a great deal of contact with the public.
- Attend all City Council meetings. Record and prepare minutes and ensure that the meetings

are properly documented and that ordinances and resolutions are properly recorded.

- Provide back-up assistance to prepare Council agenda and packets under the direction of the Mayor and City Administrator.
- Ensure that all legal notices are properly prepared and published according to RCW.
- Ensure that appropriate ordinances are codified and distributed as required.
- Record appropriate city documents with Snohomish County Auditor, including, but not limited to, easements, deeds, and agreements.
- Index City records, such as, deeds, easements, contracts, and all actions taken by the City Council.
- Prioritize and route media and information to appropriate destination.
- Perform other duties as directed.

- **MINIMUM QUALIFICATIONS**

- Two years of college/business-level courses or equivalent. Coursework beyond a two-year level of college/business courses may be substituted for up to one year of experience.
- Municipal or governmental business office work experience may be substituted for up to one year of college/business course education.
- Northwest Municipal Clerk's certification desired, or the ability to acquire within normal certification period (2-3 years).

- **DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of legal requirements pertaining to the recording and preservation of all municipal actions.
- Knowledge of the operation of all departments within city government, including what resources each department provides the staff and public.
- Knowledge of election laws of the State of Washington.
- Knowledge of purchasing principles and practices and state laws governing public purchasing.
- General knowledge of governmental budgeting.

- Ability to develop, implement and maintain effective record keeping systems, procedures and policies.

- 6.1 Ability to lead large projects from inception to completion with close attention to detail.
- 6.2 Ability to establish and maintain working relationships at various levels.
- 6.3 Ability to exercise discretion, tact, courtesy, and patience with difficult internal and external customers.
- 6.4 Ability to express oneself effectively in all avenues of communication.
- 6.5 Ability to work under pressure of simultaneous activity.
- 6.6 Ability to independently draft nearly final correspondence and update incomplete meeting notes into final form.
- 6.7 Intermediate computer, grammar and math skills.

7.0 WORK ENVIRONMENT

See Physical Demands Job Assessment Form

This position description does not constitute an employment agreement between the employer and the employee, and is subject to change as the needs of the employer and requirements of the position change.

Date

Department Head

Human Resources

City Administrator

Employee acknowledgment:

I have read this Job Description and have been made aware of the terms and conditions as they relate to my position.

(Employee signature)