

Job Description – City Clerk

Definition:

Under administrative direction of the City Council, plans, organizes, provides oversight to and participates in all City Clerk functions, including retaining custody of and maintaining the City's official records and history; coordinating the conduct of City Council and Special Measure/Initiative elections, ensuring legal notification of various Council, commission and committee meetings, and preparing agenda materials and minutes for City Council meetings; officiates at bid openings, coordinates City response to subpoenas for records, and performs related work as required.

Class Characteristics:

This is a single-position class, which is appointed by the City Council under authority of a City Ordinance in accordance with applicable Government Code sections as the City's election official, legislative administrator and custodian of records. Responsibilities include coordinating the activities of the office with those of other elected and appointed officials and providing administrative assistance to the City Manager as requested. The incumbent is accountable for accomplishing goals and objectives for the office and for furthering City goals and objectives within general policy guidelines.

Examples of Key Duties: (Duties are illustrative and not inclusive and may vary with individual assignment.)

- Prepares City Council agenda packets, including coordinating and reviewing agenda material, finalizing agendas and overseeing distribution of the packets.
- Performs follow-up activities resulting from Council meetings, including transcribing and distributing minutes, ensuring that resolutions and ordinances are in proper format and notarized, tracking committee and commission actions and preparing letters of acceptance or rejection.
- Supervises City official records file maintenance, ensures that documents are recorded and filed properly and oversees the monitoring, archiving and destruction of documents.
- Oversees City's Municipal Code ensuring timely update and proper ordinance codification.
- Monitors contracts and other agreements ensuring they are signed, recorded in a timely manner and that City insurance requirements are met.
- Administers oath of office for City Council and Commissioners and maintains custody of official City seal.
- Coordinates and administers City Council and Special Measure/Initiative elections and administers oaths of office to Council members and Commissioners.
- Administers City-wide programs, including Conflict of Interest, Municipal Code, Records Retention and Storage, Document Imaging and Advertising for Council, Commission and Special Meetings.

- Acts as the City's Public Information Officer (PIO) and Emergency Operations PIO and Liaison; coordinates Council standby officer issues.
- Receives and coordinates responses to all subpoenas for records, lawsuits and depositions to appear served on the City.
- Receives bids, officiates at bid openings, returns unsuccessful bid bonds and archives bid documents.
- Verses update of the City Council/City Clerk web page.
- Oversees the Passport processing Program.
- Performs other duties of a similar nature or level.
- Give notice of Public Meetings

Examples of Daily Duties: (Duties are illustrative and not inclusive and may vary with individual assignment)

- Answer main City Hall telephone line
- Receive documents addressed to the City Council and City
- Make public records available to the public.
- Provide informational assistance to the public.
- Perform statutory duties of a City Clerk so the administrative responsibilities of the city are carried out in a prompt, efficient, and lawful manner.
- Manage petty cash, bill payments, and bank deposits.

Knowledge, Skills, and Abilities

- Extensive knowledge of the overall operations of the City of Pawnee Rock including policies, procedures, and ordinances.
- Knowledge of Kansas statutes regarding duties and responsibilities of City Clerk.
- General knowledge of office management procedures, records management, filing systems, office correspondence, etc.
- Ability to operate office machines and personal computers
- Knowledge of accounting or bookkeeping sufficient to handle the city's financial records.
- Skills in interpersonal relations, written communication, oral communication, and conflict management.

Education and Experience

Post-secondary training in bookkeeping/accounts and personal computers is preferred. Working knowledge of Microsoft Office products and the ability to learn municipal billing software required. Administrative experience of two or more years preferred. Education and/or previous work experience may be substituted for one another. Local government experience is desirable.

Working Conditions

Most work is performed indoors at City Hall. The exceptions include but are not limited to trips to the post office, bank, inspections of city property, off-site training, and similar duties.

Generally, the position requires light lifting, usually less than 10 pounds, but up to 50 pounds on occasion. Aside from cleansers used in City Hall, no hazardous materials or chemicals are used on this job.