

CITY OF MILL CREEK

POSITION DESCRIPTION

POSITION TITLE: City Clerk

JOB CLASSIFICATION: Manager

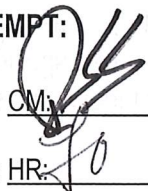
DEPARTMENT: Executive

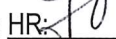
REPORTS TO: City Manager

SALARY RANGE: Grade 18

FLSA EXEMPT: Yes

REPRESENTATION: Non-represented

Approvals: CM:  date: 12-4-18

Approvals: HR:  date: 12-4-18

GENERAL DESCRIPTION:

Under the supervision of the City Manager, the City Clerk has the primary responsibility to fulfill the statutory requirements of the position of City Clerk. This position provides executive support to the City Manager; works with other City departments as well as having considerable contact with local, county, and state agencies, elected officials, and the general public; is responsible for the timely production of a variety of work requests originating from the City Manager. May oversee or supervise other administrative positions.

ESSENTIAL JOB FUNCTIONS:

1. Produces City Council agendas; prepares, assembles, supervises and/or coordinates preparation of the agenda packet for meetings of the City Council.
2. Attends regular and special City Council meetings and others meetings as assigned; maintains records related to City Council actions and related logs for Council information; and performs meeting follow-up activities including minutes.
3. Performs high level administrative duties and acts as confidential executive level assistant to City Manager. Manage City Manager's schedule, calendar and phone communication. Research, prepare and proofread correspondence, articles, newsletters, worksheets, forms and written/published official materials.
4. Processes, publishes, and maintains official City records including, but not limited to ordinances, resolutions, contracts, minutes, special meeting notices, public hearings, and resolutions for the City Council.
5. Develops and maintains City's central filing and records management systems; works with all departments to preserve and archive vital records.
6. Serves as City's Public Records Officer; coordinates processing of public disclosure requests with the PDCT (Public Disclosure Coordination Team), City Manager and City Attorney. Manage activities of PDCT.
7. Maintains and codifies the municipal code and arranges for publication of supplements.
8. Manages the City's Citizen Request Management System (Response Center) and facilitates staff training.
9. Maintains records of appointments to City boards and commissions. Coordinates the appointment process with the City Council. Maintains updated membership rosters.
10. Supports organizational initiatives such as training and recognition programs as needed by assisting with planning, scheduling, registering, travel arrangements, arranging for on-site training activities.
11. Maintains appropriate confidentiality of work-related issues, including but not limited to customer, employee and City information and records.

This is not designed to be a comprehensive listing of all activities, duties and responsibilities required of the job. Other duties may be assigned and/or performed.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed below 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.

Knowledge of:

- The work requires familiarity with administrative practices, analysis, procedures, and public relations, and familiarity with a variety of computer software applications, including word processing, database, spreadsheets, and graphics.
- Records management systems and practices and related technology and terminology.
- Business English, grammar, spelling, punctuation, vocabulary and types/formats of business correspondence.
- Process improvement theory and best practices.

Ability to:

- Maintain regular, predictable and reliable attendance during scheduled hours.
- Work must be executed with confidentiality, a minimum of supervision, and with the exercise of independent judgment.
- Work independently and exercise considerable independent judgment regarding work methods and priorities.
- Compose and edit business correspondence; edit technical reports.
- Perform research and write comprehensive reports on administrative matters for internal and external use.
- Be proficient in note-taking skills including transcription of audio recordings from official meetings.
- Analyze administrative issues and develop and implement sound solutions.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with City staff, elected officials, other organizations, and the public.

MINIMUM REQUIREMENTS:**Experience and Education/Training:**

- Associate of Arts degree or equivalent college credits in business administration or a related program plus five years of administrative/project management or executive assistant experience, including two years of experience in the public sector, and two years of supervisory experience, or any equivalent combination of education and experience that provides the applicant with the knowledge, skills, and abilities required to perform the job.

Licenses/Certifications required:

- Certification as a notary public or ability to obtain certification within six months.
- Certified Municipal Clerk (CMC) designation within three years.

Preferred Qualifications:

- Experience with public records management and systems strongly preferred.
- Experience working in municipal government.

PHYSICAL REQUIREMENTS / WORKING CONDITIONS:

The City of Mill Creek provides a tobacco-free environment for its employees; smoking/tobacco use is prohibited in City facilities and vehicles.

*See the attached questionnaire for position specific physical requirements and typical working conditions.