



Job Description

Job Title	City Clerk	Department	City Clerk
Reports to	City Manager	Salary Level	X
Classification	Exempt	Revision Date	05.01.2014

I. General Description

This position is responsible for serving as the City's election official, legislative administrator and custodian of records.

II. Reasonable Accommodations

To perform this job successfully, an individual must be able to perform each essential job duty and physical demands satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

III. Essential Job Duties

1. Prepare City Council packets, including coordinating and reviewing agenda material, finalizing agendas and overseeing distribution of the packets.
2. Attend all City Council meetings, assigned committees, and pertinent workshops.
3. Act as parliamentary advisor to City Council, keeping current in parliamentary procedures.
4. Perform follow-up activities resulting from Council meetings, including transcribing and distributing minutes, ensuring resolutions and ordinances are in proper format and notarized, tracking committee and commission actions and preparing letters of acceptance or rejection.
5. Supervise City's official records file maintenance, ensure that documents are recorded and filed properly and oversee the monitoring, archiving and destruction of documents per approved retention schedule.
6. Oversee City's Municipal Code ensuring timely update and proper ordinance codification. Maintain and make available for public inspection an indexed file including the municipal ordinance, resolutions, rules regulation and codes.
7. Serve as the City's Registrar and Election Official, coordinating all aspects of the City's General and Special Initiative Elections.
8. Administer oath of office for City Council and Commissioners and maintain custody of official City seal, record terms of office, provides ample notice to proper officials of upcoming expirations/terminations.
9. Responsible for municipal foreclosure process for delinquent taxes.
10. Responsible for managing the City's website.
11. Administer City-wide programs, including conflict of interest, Dillingham Municipal Code, records retention and storage, document imaging and advertising for Council, Commission and Special Meetings.
12. Provide Notary Public services for City legal requirements, residents, staff and the general public.



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13. Ensure that the City complies with U.S.C 1971-1974 (Voting Rights Act of 1965, as amended).
14. Prepare and administer budget for City Clerk Department.
15. Update the City Council/City Clerk web page to include webmaster and administrator of the Facebook page.
16. Supervise assigned clerical and technical staff.
17. Participate in committees with senior staff in operations of the City.

IV. Knowledge, Skills and Abilities

Knowledge:

This position requires proficiency in the following areas:

1. Functions, authority, responsibilities and limitations of an elected City Council.
2. Functions, services and funding sources of a municipal government.
3. Laws, codes and statutes related to City records.
4. Records maintenance practices and procedures.
5. Computer applications related to the work.
6. Applicable federal and state laws, codes, ordinances and regulations.
7. Techniques for effectively representing the City in contacts with governmental agencies, community groups and various professional, educational, regulatory and legislative organizations.
8. Techniques for dealing with a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone.

Skills and Abilities:

This position must demonstrate the following skills and abilities:

1. Prepare agendas and meeting packets.
2. Take and transcribe accurate minutes.
3. Draft resolutions and ordinances.
4. Interpret codes and laws related to City records.
5. Maintain City records, including filing, storage, retrieval and disposal.
6. Direct the work of assigned staff.
7. Use computers and related software applications.
8. Communicate effectively with co-workers, officials and the general public to exchange or convey information and to receive work direction.
9. Interact with the public in a courteous, helpful and professional manner.
10. Work with co-workers, outside agencies, and vendors in a professional manner.



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11. Maintain the confidentiality of information acquired during service as a City employee.

V. Work Environment and Physical Effort

Office environment. The noise level in the work environment will normally be quiet to moderately noisy depending on other employees/members of the public with business in the office. While performing the duties of this job, employee will frequently be required to use hands and fingers dexterously to operate office equipment. The employee will have to spend long hours sitting and using office equipment and computers which can cause muscle strain. Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer, and to attend meetings at various sites within and away from the City; strength to lift and carry materials weighing up to 20 pounds; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

VI. Education and/or Experience

1. Four-year college or university degree preferred, with major coursework in business or public administration; and a field related to the work and three years of supervisory, office administrative, related experience, preferably in a municipal government.
2. An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job as listed above.

VII. Certification and Training

1. Certification as a Certified Municipal Clerk (CMC) after three years.
2. Certification as a Master Municipal Clerk (MMC) after six subsequent years is highly desirable.
3. National Incident Management System (NIMS) compliance training and certification.

VIII. Supervisory Responsibility

Supervise assigned interns.

IX. Scope of Employment

Regular, full time employment, exempt position.



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X. Acknowledgment

I understand the duties of this position as detailed in this job description.

Employee: _____ Date: _____

This job description is accurate and has been reviewed with the above employee.

Supervisor: _____ Date: _____

This job description approved by:

Initials

Date

City Manager: _____