CITY CLERK

CHARACTERISTICS OF THE CLASS:

This is a non-represented, confidential position. Performs a variety of administrative, payroll, and human resource duties to provide accurate and easily retrievable official records for the City. Works closely with the City Manager, Financial Director, and other Department Heads. The City Clerk will need to become knowledgeable of the zoning ordinances, planning, and building issues in order to be able to respond to inquiries regarding these areas. Monitors and tracks various records, documents, and requirements for projects, meetings, agreements, leases, etc. Serves as City's Elections Officer and provides administrative support to the City Manager and City Council.

SUPERVISION RECEIVED:

This is an employee position dealing with elements of high confidentiality and works under the general supervision of the City Manager.

SUPERVISION GIVEN:

This position will supervise 1.0 FTE, seldom over 3, including: General Office Clerk, Utility Clerk, and Receptionist.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The duties and responsibilities listed should not be construed to be all-inclusive. The essential job duties will include other responsibilities as assigned and required.

1. Acts as City Elections Officer. Manages City elections in accordance with City Charter and state law including official notifications/communications with County Clerk and certifying candidates.
2. Ensures proper maintenance, publications, storage and destruction of official City records and public documents. Records non-remonstrance agreements, annexations, legal documents, and various City Records. Serves as notary public.
3. Responsible for preparing, recording, publishing, and maintenance of City Ordinances and Resolutions. Will draft meeting agendas and pertinent documents.
4. Must be able to take minutes at council and/or planning commission meetings which also require monthly evening meetings, and occasional weekends.
5. Responsible for the preparing and submitting the Annual Population Report.
6. This position is responsible for Human Resource. This shall also include keeping personnel files current and orderly. Being able to schedule and coordinate required employee trainings and testing. Is responsible for assisting with benefits, enrollment, and insurance for both employer and employee.
7. Responsible for payroll and related tasks including, but not limited to payroll reports, taxes, and payroll liabilities.
8. Provide back up to other positions in work area. Ensure that all employees are sufficiently trained and knowledgeable in order to respond to questions at the front counter.
9. This position can be expected to handle highly sensitive, confidential, and/or political issues.
10. Must be independent so that the position does not require constant direct supervision.
11. Must be able to handle complaints and resolve problems; compose correspondence for supervisor on own initiative or from general instructions.
12. Responsible for preparing, coordinating, and overseeing City events, such as meetings, workshops, staff meetings, trainings, and other events.
13. Will sort and distribute mail. Monitor office supplies ordering
15. Monitors and tracks insurance policies, project files, leases, water rights, agreements, contracts, franchise fee files, complaints, Council/Committee terms, and any other legal City document, as may come up.
EDUCATION AND EXPERIENCE:

A high school diploma or equivalent, is required; preferably a college degree in Business Administration, Public Administration, or related field. Two years experience in public records management and/or four years management experience, or satisfactory combination of experience and training, are required.

SKILLS, KNOWLEDGE, AND ABILITIES:

An employee holding this position must be able to manage and prioritize a variety of tasks and duties in an effective and efficient manner. Strong organizational skills are required as well as the ability to pay close attention to details. Experience in office management and supervision is required. Knowledge and understanding of governmental practices, rules and regulations is a must. Ability to communicate and cooperate verbally and in writing, with public, staff, business community, development entities and other agencies. Strong interpersonal skills and ability to cooperate as a team member is essential. Employee must be skilled in the use of computers, Internet, Microsoft Office, and the ability to learn Caselle accounting programs and BasicGov are required. Must possess or obtain an Oregon Notary Public within 90 days of hire.

WORK CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. It is an office environment with ordinary office equipment and phones. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is moderately quiet. Evening meetings, occasional weekend workshops/trainings, and some travel are required.

PHYSICAL DEMANDS:

The physical demands described here 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 functions.

The work is performed mostly in an office setting. While performing the duties of this job, the employee is frequently required to sit and talk, walk or hear, use hands to finger, handle, or feel objects, tools or controls, and reach with hands and arms. Duties involve moving materials weighing up to 10 pounds on a regular basis such as files, books, office equipment, etc., and may infrequently require moving materials weighing up to 40 pounds. The employee must kneel, bend, stand, push, and pull, and drive a motor vehicle. Specific vision abilities required by this job include close vision, peripheral vision, and the ability to adjust focus. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. Successful candidate must be able to pass thorough credit and background check and security clearance, before job commencement.