

## **CITY CLERK/HUMAN RESOURCES DIRECTOR**

### **GENERAL STATEMENT OF DUTIES**

The City Clerk shall act as clerk to the City Council by attending all meetings and keeping a permanent journal of its proceedings. The City Clerk is the official custodian of municipal documents and has the power to administer oaths of office. This position must be bonded.

### **SUPERVISION RECEIVED**

The City Clerk shall be appointed hired, disciplined and discharged by the City Council and shall be under the supervision of the City Manager, said supervision is not intended to, nor will it be permitted to inhibit the direct contact or direct flow of information to and between the City Clerk and City Council.

### **SUPERVISION EXERCISED**

Serves as Department Head over the Office of the City Clerk.

### **EXAMPLES OF DUTIES**

The following examples are meant to be illustrative only and are not intended to be all-inclusive:

- Receive dictation from the City Manager, composes and types correspondence
- Transcribe and prepare the City Council meeting minutes and keeps these minutes in a permanent journal
- Prepare, copy and assembles agendas for distribution
- Post agendas and sends them to the News media
- Write routine Council Communications advising Council of items that are to be discussed at Council meetings
- Responsible for writing and preparing all Ordinances and Resolutions and keeping them in a permanent journal
- Custodian of the City Vault
- Conduct regular and special elections
- Maintain a legislative filing system
- Act as the custodian of the city seal and affix it to all documents and instruments requiring the seal and attest the same and certify by signature all ordinances and resolutions enacted or passed by the City Council
- Responsibility in this position requires the storage, maintenance, and retrieval of City documents and records in accordance with the Missouri Records Retention Manual
- Provide and maintain a supply of forms for all the petitions as required to be filed
- Prepare legal notices and posts them accordingly
- Prepare bid packets for all departments
- File insurance claims for the city and insure/uninsure all equipment
- Perform secretarial duties for various boards and commissions
- Perform bid openings and prepares certified bid tabulation for the City Council
- Furnish the general public with information on municipal ordinances

- Receive visitors, hears complaints, gives information and performs other public contact work
- Prepares information to set the property tax levy each year
- Supervise and participate in the preparation of statements and reports on city financial affairs to administrative officers; city council, and general public, including such statements as revenue estimates, expenditures, summaries, and debt and cost figures.
- Consult and reviews work with department heads as that work applies to the control of expenditures according to adopted budgets.
- Compose format of the annual budget using spreadsheets and word processing software; assembles the final budget for printing and distribution.
- Prepares quarterly financial statements and submits to newspaper for publication.
- Perform any other duties as prescribed by the City Council or the City Manager

#### HUMAN RESOURCES

- Provides guidance and assistance to Department Heads on policies and procedures
- Ensures employees receive appropriate due process
- Manage the employee benefits. Cafeteria plan, including the programs for health insurance (medical, dental, life, vision, AD&D, etc.); Worker's Compensation and employee safety; retirement and 401 (k); employee assistance program; vacations and holidays; and related programs
- Discusses employee problems/complaints with supervisors in confidential meetings
- Investigates workplace problem/employee complaints when assigned by the City Manager
- May assist in recruiting, interviewing, and hiring new employees for the organization.
- Handles benefit enrollment processes. Ensures compliance with applicable state/federal legislation concerning benefits.
- Maintains employee personnel files and other files created through the process of assembling employee records. Cause permanent files to be retained whenever required.
- Interacts with other members of the organization as necessary in creating an accurate, positive flow of information between levels. Provide advice on HR issues as requested.
- Recommends areas of critical need on salary/benefits to the City Manager
- Presents a positive image as the agent for the organization at all times
- Ensures confidentiality of all matter handled. Addresses employee concerns quickly and responsibly and ensure respect for all.
- Handles other management level tasks as assigned.
- 

#### REQUIRED KNOWLEDGE, ABILITY, SKILLS, AND OTHER ATTRIBUTES

##### CITY CLERK

- Basic knowledge of functions, structure, and operation of municipal government
- Basic knowledge of office management techniques
- Basic knowledge of record security and maintenance
- Ability to maintain confidentiality of information

- Basic knowledge of state/federal regulations concerning employee benefits

DESIRABLE EDUCATION, TRAINING, AND EXPERIENCE

CITY CLERK

- Valid Missouri Drivers License
- High school graduate or GED
- Certified Municipal Clerk Designation or Missouri Registered City Clerk Status is preferred but not required
- College course work in the area of Governmental and Public Administration
- Training in the area of record security, law, and maintenance
- Experience as a secretary demonstrating familiarity with taking meeting minutes
- Experience with Windows applications including knowledge of Microsoft Office Applications
- Any combination of education, training, or experience, which would qualify for the position as determined by the City Manager

HUMAN RESOURCES

- Human Resources Certificate or training in the Human Resources field preferred but not required

ESSENTIAL FUNCTIONS

Sight, hearing, speech, frequent lateral mobility, lifting items above head, stooping and bending; mentally analyze a situation, solve problems, and make decisions under pressure in area of responsibility; performs bending, squatting, sorting, kneeling, reaching to ground level and overhead as required for such tasks as retrieving files; lifts, grasps, carries, pushes and pulls 25 pounds; must be able to hold and grip objects; may be subject to sitting for long periods of time; possesses manual dexterity necessary to operate a computer keyboard; may work a varied schedule including some evenings and weekends; may be subject to pre-employment drug testing; primarily indoors with heating and cooling regulated in a general office environment; may be exposed to extreme weather conditions, dust, and/or pollen.

FLSA STATUS: **Salaried**      DATE OF LAST REVISION: **April 13, 2009**

Employee Signature

\_\_\_\_\_ Date \_\_\_\_\_