

CITY CLERK

JOB DESCRIPTION

Classification Responsibilities: The City Clerk is responsible for developing programs and procedures that support the policy direction of the City Council for management of the City's vital records, serves as secretary to the Local Public Safety Police and Fire Boards, and coordinates City elections. Responsibilities include: attending City Council and Council Committee meetings, and serving as official record keeper for the City; overseeing the maintenance of official City records including ordinances, resolutions, policy issue resolutions, City Council Action reports, agendas and minutes; overseeing the posting and advertising of public notices and meetings; preparing formal City Council meeting minutes; and maintaining and distributing the City Code. In addition, the incumbent is responsible for coordinating and conducting City elections, and overseeing the maintenance of City election documents and statistics. As Secretary to the Local Public Safety Police and Fire Boards, the employee provides procedural recommendations and assists in the establishment of Board guidelines for interpretation of state statutes. Division administrative duties include: directing, supervising, and evaluating staff engaged in conducting City elections, and providing City Council support; preparing and monitoring the division budget; overseeing day-to-day activities; and performing short-and long-range planning. Work requires communication with a variety of officials representing State and County government in order to coordinate activities related to the City Clerk's Office, and extensive public contact in responding to questions concerning City elections and City Council actions. The City Clerk also deals with various representatives of City departments in the coordination of activities and resolution of problems. This class performs related duties as required.

Distinguishing Features: This class has been designated as a non-classified, non-merit system, at-will position. Work is performed under the general direction of the City Council with wide latitude for the exercise of judgment and initiative subject to State laws and City ordinances. The City Clerk is appointed and evaluated by the City Council. This classification has been designated as a non-classified, non-merit system, at-will position. This class is FLSA exempt-executive.

QUALIFICATIONS

Minimum Qualification(s) Required. Any combination of training, education, or experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in Public or Business Administration, or a related field. Seven to nine years of progressively responsible administrative support experience, including considerable (3 - 5 years) experience supervising administrative support personnel. Knowledge of pertinent federal, state and local ordinances, codes, and regulations related to municipal elections.

Special Requirement(s). None.

Substance Abuse Testing. None.

Preferred/Desirable Qualification(s). Certification as a Certified Municipal Clerk is desirable. Knowledge of Arizona election and open meeting laws is preferred. Knowledge of Arizona Revised Statutes Title 16, Elections and Electors and Title 19, Initiative, Referendum and Recall is preferred.

ESSENTIAL FUNCTIONS:

Communication: Communicates with the general public, other city employees, vendors, management and public officials in order to provide voters with election voting material, receive opinions and updates of legal regulations and procedures, and enter into agreements and contracts. Oversees the activities required to conduct City elections including preparation of materials for the Department of Justice submission. Prepares written materials such as Council Reports, election results and correspondence to the public and other agencies in order to make recommendations to the City Council and City Manager, and to inform the public.

Manual/Physical: Attends City Council meetings as official record keeper of the City and operates a computer voting system to record the votes of the Council. Operates standard office equipment. Oversees the preparation and updating of manuals.

Mental: Plans, organizes and directs the activities of the City Clerk's Office. Oversees and participates in the development of the office work plan. Assigns work activities, projects and programs. Supervises and evaluates the work of two Deputy City Clerks assigned the responsibilities of carrying out a variety of Election and Council Support duties. Resolves operational problems, conducts research and analyzes data to provide information to various groups or individuals. Performs mathematical calculations, statistical computations and financial and cost analysis related to budget development for the City Clerk's Office and election statistics. Comprehends and makes inferences from written materials including legal opinions and proposed/adopted legislation. Learns job related material both on the job and in a classroom setting.

Knowledge and Abilities:

Knowledge of:

the organization and functions of municipalities;
modern management principles, practices, techniques, and supervisory practices and evaluation methods;
principles and practices of public administration;
office management methods, procedures and computerized equipment pertinent to the City Clerk's Office;
pertinent Federal, State and local laws, codes and regulations; and
Election and Council Support functions.

Ability to:

interpret laws and regulations relating to the work performed by the City Clerk's Office;
provide information and organize material in compliance with laws, regulations and policies;
supervise the Election and Council Support functions;
administer the provisions of the City Charter, ordinances and State and Federal regulations as they relate to the City Clerk's functions;
ensure all legal elections requirements are met; and

supervise the work of others through planning, organizing, instructing, motivating and objectively evaluating performance.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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TR/cjh

CS1105.DOC

EEO-O/A

NDOT Safety-No

NDOT Random-No

DOT Safety-No

RESP-No

JOB FCTN-ADM

PAY PLAN SPECIAL

PAY RANGE: 11

SH-No

Security-No

CDL-No

IND-9410

SWORN-No