

Job Title: City Clerk

Department: Administration

Reports To: City Administrator

Grade: 17 Range: \$51,142 – \$74,132

Position Summary: Performs professional and administrative work in a variety of City Clerk tasks; does related work as required. Work is performed under limited supervision.

Examples of Work (Essential Functions):

Serving as City Clerk; maintaining official city records; preparing and maintaining files and records; preparing reports; typing, word processing and data processing duties.

- Serves as City Clerk; prepares Council packets and sets up for Council meetings; attends all Council meetings; takes minutes and records action taken.
- Maintains official City documents including recording, filing, scanning, archiving and destruction. Maintains contracts, agreements, appointments, proclamations, resolutions, ordinances, and records.
- Assists the public with voter registration.
- Ensures Municipal Code is updated and properly codified.
- Prepares and publishes official notices in the newspaper and on websites.
- Tracks documents and signatures related to Council action.
- Gathers information and prepares packets for Council Committee meetings; attends and prepares minutes from Council Committee meetings as assigned.
- Composes and transcribes correspondence for Mayor and governing body.
- Updates administration information on City website.
- Arranges meetings and parties. Reserves rooms, arranges catering, and sends out invitations.
- Investigates and responds to public questions, concerns, and complaints.
- Reconciles travel reimbursement for Mayor and Council.
- Processes invoices related to Mayor, Council, and City Administrator.
- Prepares, updates, and tracks calendar for Mayor and governing body.
- Uses software to record and track information in spreadsheets or databases, and prepares documents and correspondence.
- Works on special projects for Mayor, City Administrator, and Council.
- Orders supplies for office and Council meetings.
- Issues business, massage, drinking establishment and cereal malt beverage, special event licenses or permits, responds to questions regarding the process, sends renewal and past due notices, and deposits and records transactions.
- Prepares items for City Council agenda related to City Clerk functions.
- Posts public information to the website and social media for Council meetings, committee meetings, special meetings, and special events.
- Assists in preparing City public information articles and documents such as the newsletter.
- Responds to requests for information under Open Records and Open Meetings.

- Acts as official keeper of records, documents, vital statistics, and financial records for the City of Mission. Retains custody of the official seal.
- Prepares documents for local elections as requested by County Election officials or the State of Kansas. Performs all other related tasks as required.

Examples of Work (Marginal Functions):

- None.

Certificate, License: Valid driver's license. Notary Public. Certified Municipal Clerk, preferred. Master Municipal Clerk, preferred.

Required Education and/or Experience:

Two to three years related experience and/or training; or Associate's degree; or equivalent combination of education and experience. Education may include finance, accounting or a closely related field. Local government experience preferred.

Preferred Education and/or Experience:

Four to five years related experience and/or training; or a Bachelor's degree from a college or university; or an equivalent combination of education and experience preferably in a fast-paced local government setting.

Abilities, Knowledge, Skills:

- Ability to analyze complex problems and develop comprehensive plans from general instructions.
- Ability to anticipate problems.
- Ability to apply common sense understanding to carry out instructions and directions furnished in written, oral, or diagram form.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, and percentages.
- Ability to establish and maintain effective working relationships with associates, general public, customers, contractors, vendors, public officials and City Council, local, state and federal authorities, civic leaders and the community.
- Ability to maintain confidentiality.
- Ability to meet deadlines and anticipate reporting, contractual, and related timelines.
- Ability to meet the public and discuss problems and complaints, respond effectively to sensitive situations or inquiries.
- Ability to perform a considerable volume of detailed recordkeeping tasks.
- Ability to read, analyze, and interpret the most complex documents.
- Ability to reliably and predictably carry out duties.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.

- Ability to write clear and concise reports, memoranda, directives, and letters.
- Ability to update website content with training on WordPress platform.
- Knowledge of department programs, policies, procedures and regulations.
- Knowledge of Open Meeting and Open Record requirements and record retention.
- Knowledge of standard office practices, procedures, equipment, and related techniques.
- Knowledge of the City's municipal code, governmental regulations, statutes, laws, executive orders, and agency rules that affect the functions of municipal government.
- Knowledge of the functions and organization of municipal government.
- Skill in adding content, monitoring activity, and updating profile information related to social media platforms including but not limited to Facebook, Twitter, Instagram and Nextdoor.
- Skill in operating a personal computer, laptop, other department office equipment; using applicable department software, using Microsoft products, using web-based systems, and performing data entry.
- Skill in the use of proper English, spelling, grammar, and punctuation.

Supervision: None.

Working Conditions: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The working conditions are normally quiet to moderate. The worker is not subject to adverse environmental conditions.

Physical Requirements: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires climbing, stooping, kneeling, reaching, standing, walking, fingering, grasping, feeling, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and to make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SIGNATURE and APPROVAL

Employee

Date

Department Director

Date

City Administration

Date

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all essential functions, marginal functions, responsibilities, duties, and skills required of personnel so classified in this position.