

JOB SUMMARY Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job. Under administrative direction, plans, organizes, and directs the operations and activities of the City Clerk's Department, including administration, election management, legislative function, archiving of public records and public information; serves as Clerk/Secretary to the City Council. This is a management and department head classification.

SUPERVISION RECEIVED AND EXERCISED Receives general administrative direction from the City Administrator. Exercises direct supervision over City Clerk Department staff.

ESSENTIAL DUTIES Essential and other important responsibilities may include, but are not limited to, the following:

Plans, organizes, coordinates, and directs the work of the City Clerk's department; develops and directs the implementation of goals, objectives, policies, procedures, and work standards for the department; develops and administers the department's budget. Works closely with the City Council, City Administrator, City Attorney, department managers, and other public and private entities in providing expert professional information and services. Prepares and coordinates Council agendas and supporting material including public notification, and legal and display advertising; publish, issuance, and posting of final agendas; attends Council meetings; supervises the keeping of a journal of Council proceedings and of ordinances, resolutions, and other actions and official documents. Plans and directs the processing of ordinances, resolutions, bond issues, annexations, deeds, liens, assessments, general law amendments, initiatives, referendum, recall petitions, and other related documents. Attends City Council and other special meetings and is responsible for the documentation, maintenance, and dissemination of Council actions including minutes, ordinances, resolutions, and contracts as applicable, in accordance with the **Brown Act**. Serves as custodian of official City records and public documents; seals and attests by signature to ordinances, resolutions, and contracts, easements, deeds, bonds, or other documents requiring city certification. Administers Citywide conflict of interest and campaign financing programs and serves as the election's official of the City for Elections, Campaign Disclosure Statements, Statements of Economic Interest, Conflict of Interest Code, compliance to AB 1234 Ethics and AB 1825 Anti-Harassment Trainings in accordance with state regulations. Administers the conduct of all municipal elections including candidate elections, measure elections specific to petition processing in accordance with state and local election laws; tabulates and certifies election results. Oversee the processing of all appointments, resignations, and terminations for all official boards, commissions, and committees; administer oaths and

affirmations. Administers the City's Records Management Program, providing leadership and direction in developing and implementing new computer software programs on a Citywide basis; directs the maintenance of official City documents, records, and archival records. Develops and administers the Administrative Department annual budget. Represents the City in meetings with representatives of governmental agencies, business, professional and community agencies, and the public. Monitors and maintains current knowledge of developments related to City Clerk matters; evaluates their impact upon City operations and recommends and implements policy and procedural improvements. Plans and directs the work involved in maintaining official City documents and records, including responsibility for the corporate seal of the City. Directs the official publication of notices and ordinances. Accepts communications for the Council; answers Council correspondence; and sets up meetings as requested by the Council. Checks names on petitions and other documents against official registration lists. Takes affidavits. Answers questions from the public and officials regarding municipal organization and practices, ordinances and the status of communications, resolutions, and actions of the Council. Job Desc City Clerk Rev 09/21 Coordinates the activities of the City Clerk's office with the other administrative needs of the City. If needed, takes various committee minutes. Assist the City Administrator when required. Performs other duties as required.

MIMIMUM QUALIFICATIONS Knowledge of: Kansas municipal law as it relates to the functions of a City Clerk's office. Modern office practices, particularly with file organization and file retention. Basic supervisory skills. Operation of all City departments; Principles and practices of modern municipal management and administration, including the structure and organization in a Mayor-Council/City Administration form of government; Principles and practices of electronic and manual records and archival management and systems analysis and implementation; Government codes pertaining to records management, municipal elections administration including candidate and measure elections, the Brown Act, the Maddy Act, the Public Records Act, and parliamentary procedures;

Administrative principles and methods, including goal setting, program development and implementation, budgeting, staffing, and work standards development; Principles and practices of effective employee supervision and department-level management; Principles and practices of contract development, administration, and evaluation; and Modern computer user applications, including experience in Microsoft applications, incode, Tyler Technologies.

Ability to: Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and

positive manner. Provide administrative, management, and professional leadership for the division. Recommend and implement goals, objectives, and practices for providing effective and efficient services. Prepare and administer budgets; allocate limited resources in a cost-effective manner. Research, analyze, and evaluate new service delivery methods, procedures, and techniques. Coordinate municipal elections within legal guidelines. Oversee and coordinate maintenance of the official records of the City. Prepare official minutes, resolutions, ordinances, clear and concise reports, correspondence, policies, procedures, and other written materials. Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports. Establish and maintain a variety of filing, record-keeping, and tracking systems. Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed. Effectively representing the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals. Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities. Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments. Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks. Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax. Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work. Type at a speed of not less than 50 words per minute from clear copy. Transcribe from Dictaphone correspondence, memos, reports, and agendas.

Education and Experience: Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for a City Clerk. A typical way of obtaining the required qualifications is to possess; (A) the equivalent of the completion of an Associates of Arts degree including or supplemented by college level courses in business or public administration or a related field; and (B) the equivalent of five years of increasingly responsible experience in a City Clerk's office or public administration; and (C) five years of progressively responsible experience working at an advanced administrative and analytical level including three (3) years of experience in a supervisory level; or (D) any equivalent. Education and progressively responsible experience with additional work experience substituting for the required education on a year for year basis. A bachelor's degree is highly desirable.

LICENSES AND CERTIFICATION(S) Certifications: Possession of, certification as a Certified Municipal Clerk, and Certification as a Notary Public is desirable. Licenses: Possession of a valid Class C Kansas Drivers License.

NECESSARY SPECIAL REQUIREMENTS Must be 18 years of age or older. Must successfully pass a pre-employment medical examination, including a drug screen, fingerprint, background check, and reference check. Must be able to provide proof U.S. citizenship or legal right to work in the United States. **PHYSICAL REQUIREMENTS** Environmental Conditions: Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Physical Conditions: Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to operate a motor vehicle to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds with the use of proper equipment.

FSLA Status: Exempt – At Will

Business Casual Dress