

CITY OF ORTING

JOB DESCRIPTION

Job Title: City Clerk

Department: Administration

Reports to: Mayor/City Administrator

SUMMARY DESCRIPTION

This is a full-time FLSA exempt, non-Civil Service management position. Under the general supervision of the Mayor and City Administrator and policy direction the City Clerk performs a variety of professional support work including management and preparation of City Council meetings, agendas, council packets, meeting notices, and legal requirement to facilitate Council activities. Maintains custody of official records and archives of the City, including: ordinances, resolutions, contracts and minutes. The City Clerk is the official records officer for the City. The City Clerk may supervise a Records Clerk or Administrative Assistant.

REPRESENTATIVE DUTIES

Duties may include but are not limited to, the following:

1. Responsible for the preparation of the agenda and information packet for City Council and other public meetings; attending City Council and other public meetings;
2. Recording and producing official minutes of meetings, distributing notices of action and maintaining agenda bill, city ordinance, resolution, and city code records.
3. Coordinates with other staff to notice hearings, meetings, and other legal notices according to related laws, regulations and policies.
4. Manage contracts, Request for Quotes and Request for Proposals.
5. Responsible for codification of ordinances.
6. Responsible for developing, implementing and maintaining a records management process for ordinances, resolutions, policies, agreements and other documents; involves work with other City Departments to coordinate records storage and retrieval processes in accordance with the State records retention schedule;
7. Serves as the official City Records Officer.
8. Serves as keeper of the city seal; and notary public.
9. Assists City Administrator and Mayor in conducting their administrative duties as needed. Acts as the staff liaison to the City Council, as directed by the Administration.
10. Coordinates and monitors public disclosure requests pursuant to the city policy and RCW.
11. Manage communication with the elections of City Council and Mayoral positions, by implementing processes and procedures necessary in accordance with all applicable State and Federal requirements.
12. Serve as City Website Focal, maintains and updates the City website, including but not limited to meetings, minutes, agendas and the calendar for the City.

13. Serves as the point of general first contact for the public with regard to directing inquires, releasing City communications, postings, and ensuring continuity of communication.
14. Perform other assigned tasks as directed by the City Administrator or Mayor.
15. Maintain impeccable standards of confidentiality.
16. Implements and applies adopted policies and procedures as directed by Administration.
17. Perform customer service functions by interacting with and supplying information to elected officials, department heads, external agencies and the public both in person and via technology.
18. Manage requests for public records by ensuring legal time lines are met and consultation with the City Attorney regarding legal procedures occurs as needed.
19. Attend and record meetings of the City Council and prepare meeting minutes.
20. Liaison with the City's IT and website contractor.
21. Communicate with customers or others in person or via telephone
22. Assist with problems, complaints, and customer concerns.
23. Perform routine office tasks as required
24. Coordinate Hearing Examiner cases

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties:

Knowledge, Skills and Abilities:

While requirements may be representative of minimum levels of knowledge, skills and abilities, to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.

- Legal requirements pertaining to the recording and preservation of municipal actions including modern records management techniques for recording, retention and disclosure.
- Understanding and interpreting RCW regulations for Washington cities pertaining to recording requirements and the Open Public Meetings Act.
- Municipal Code provisions that are related to the operations of the City Clerk's function and matters which come before the Council.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communications skills.
- Web site and community communication management and best practices.
- Operation of a personal computer and associated (Microsoft & Web) software.
- Interpersonal skills using tact, patience and courtesy.
- Municipal organization, operation, programs, policies and objectives.
- Ability to work on multiple projects simultaneously in a fast-paced and challenging environment.

Education and Experience Guidelines

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

- Equivalent to a Bachelor's degree from an accredited college or university is desirable

Experience:

- A minimum of five years of office/business management, with a preference for municipal experience, of which two years should include supervisory experience.

License(s) or Certificate(s):

- Valid Washington State driver's license
- Certified Municipal Clerk (CMC) Certification or obtain within three (3) years of hire date
- Notary Public License or ability to obtain within three (3) months of hire

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 job functions.

Environment: Standard office setting.

Physical: Sufficient physical ability to lift up to 10 pounds; walking, sitting or standing for duration of workday.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

Hearing: Hear in the normal audio range with or without correction.

REASONABLE ACCOMMODATIONS

Reasonable accommodations may be made in accordance with the Americans with Disabilities Act and the Fair Employment and Housing Act.

This job description does not constitute an employment agreement between the Employer and Employee and is subject to change as the needs of the Employer and requirements of the job change. This job description is not designed to cover or contain a comprehensive listing of all activities, duties, or responsibilities that are required of the employee.

The City of Orting provides equal employment opportunities to all employees and applicants for employment without regard to race, color, creed, religion, sex, sexual orientation, marital status, national origin, age, gender, disability, genetics, or status as a protected veteran.