

## JOB DESCRIPTION

### CITY CLERK

Pay Range: \$60,228 - \$93,434 annually

**Starting Pay Range: \$60,228 - \$69,984 annually - DOE**

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<u>POSITION TITLE:</u>	<u>CITY CLERK</u>
<u>DEPARTMENT:</u>	<u>ADMINISTRATION</u>
<u>SUPERVISOR:</u>	<u>CITY MANAGER</u>
<u>CLASSIFICATION:</u>	<u>EXEMPT, SALARIED and CONFIDENTIAL POSITION</u>

**To apply, send a city employment application, an authorization to release information, a cover letter, a resume, and five professional references to:**

[citymanager@whittieralaska.gov](mailto:citymanager@whittieralaska.gov)

**For more information and applicable forms, please visit:**

[http://whittieralaska.gov/employment\\_opportunities.html](http://whittieralaska.gov/employment_opportunities.html)

**To view a complete job description:** <http://whittieralaska.gov/jobpost/city-clerk-6-12-17-final.pdf>

**POSITION SUMMARY:** In accordance with the Whittier Municipal Code and Alaska statute, serves as City Clerk. Administers municipal elections, maintains city records and archives, custodian of city seal, and administers oaths of office.

#### **ESSENTIAL FUNCTIONS:**

1. Complies with all requirements of AS 29.20.380(a).
2. In conjunction with the City Manager, prepares Council meeting agendas and packets for regular and special meetings and work sessions.
3. Coordinates use of meeting facilities.
4. Serves as parliamentarian.
5. Takes minutes and records all meetings.
6. Maintains secure copies of all City documents and council proceedings. Oversees and manages City record retention policy. Ensures proper maintenance and security of all city records.
7. Serves as FOIA officer. Provides access to public records and ensures public notice of all city records as required by municipal code and state law.
8. Maintains and updates the official municipal code. Files code amendments with the state and other agencies as required by law. Interacts with code publisher to be sure the City's online code is current and correct.
9. Assists in legislative matters. Prepares reports, correspondence, resolutions and ordinances for council agendas as directed.
10. Serves as custodian of the city seal and attests seal to all documents as required.
11. Administers all municipal regular and special elections. Accepts filings for council. Ensures conformance with municipal code regarding publications, notifications, candidate verifications, certifications, recall initiatives and referendum petitions. Maintains all election records.
12. Supervise all local, state and federal elections.
13. Serves as registrar for all elections.
14. Administers oath of office. Orients new council members in administrative and legal

- procedures and requirements. Posts notices of vacancies on council, commissions and all other open seats.
15. Performs general office duties, such as dictation, typing, proofreading, distributing official forms, scheduling appointments.
  16. Collaborate with other City staff to assist in the implementation of goals objectives, policies or priorities.
  17. Receives and records petitions, bonds and miscellaneous claims.
  18. Provides clerical support to city manager and department heads as needed.
  19. All other duties as assigned by the City Manager.

**ESSENTIAL EDUCATION, EXPERIENCE AND SKILLS REQUIRED:**

1. Minimum of five years' experience as an Administrative Assistant, Executive Secretary, Legal Secretary, Deputy City Clerk or City Clerk. Prefer candidate who is able to demonstrate increasingly responsible administrative experience acquired in a city clerk's office or city administrative office for a city of comparable size.
2. Experience in Municipal law and Robert's Rules of Order preferred.
3. Experience in computerized records management and word processing systems preferred.
4. High School graduate or G.E.D. required. Associates degree or secretarial, municipal clerk, or legal assistant training preferred.
5. Certified Municipal Clerk (CMC) designation preferred.
6. Excellent oral and written communication skills.
7. Ability to conduct independent research utilizing written and oral resources.
8. Ability to compose correspondence and develop ordinances and reports.
9. Ability to handle multiple tasks and perform effectively under extended pressure.
10. Ability to maintain accurate and organized records.
11. Ability to work with the public, local and governmental officials and agencies with discretion, tact and courtesy.
12. Ability to maintain the utmost confidentiality in handling all information.
13. Possess and maintain a valid Alaska Driver's License.
14. Possess and maintain Notary Public status.
15. While performing the duties of this job, employee will be required to walk; reach with hands and arms; balance; stoop; kneel; or crouch. The employee is frequently required to talk and hear; stand, sit for long periods of time; use hands to handle, feel and use computer keyboard. Specific vision abilities required by this job include close vision and depth perception; ability to look at computer screens for long periods of time.

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The above job description is to be used as a guide for accomplishing organizational and department objectives, and only covers the primary functions and responsibilities of the position.  
It is in no way to be construed as an all-encompassing list of duties. 6/17