

## POSITION DESCRIPTION

**Position Title:** City Clerk  
**Department:** Administration  
**Division:** City Clerk  
**Retirement:** KPERS  
**FLSA:** Exempt  
**Date:** November 29, 2021

### **GENERAL PURPOSE**

Provides a variety of routine and complex supervisory, clerical, and administrative work in the administration of the City government.

### **SUPERVISION RECEIVED**

Works under the general supervision of the City Manager.

### **SUPERVISION EXERCISED**

Exercises direct supervision over Deputy City Clerk. Exercises supervision over Receivable/Licensure Clerk and Office Clerk II either directly or through subordinate supervisor.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

(**Note:** Important duties and responsibilities may include, but are not limited to, the following)

- Manages and supervises assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.
- Provides leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.
- Provides professional advice to supervisors; makes presentations to supervisors, boards, commissions, civic groups and the general public.
- Communicates official bids, plans, policies and procedures to staff and the general public.
- Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.
- Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.
- Maintains harmony among workers and resolves grievances.
- Prepares a variety of studies, reports and related information for decision-making purposes.
- Serves as custodian of certain official City records and public documents; performs certification and recording for the City as required on legal documents and other records requiring such certification; seals and attests by signature to ordinances, resolutions, and contracts, easements, deeds, bonds or other documents requiring city certification; catalogs and files certain city records.
- Attends regular and special city commission meetings; oversees or performs an accurate recording of the proceedings, preparation of the minutes proper legislative terminology, recording, indexing and filing for the public record; distributes information as requested.

- Prepares and distributes agendas, materials, surveys, reports, minutes and records of meetings. Advertises meeting agendas, bid and other advertisements, and legal notices of public hearings and special meetings.
- Files ordinances and resolutions of the commission and oversees the codification of ordinances into the municipal code.
- Administers the issuance of municipal licenses, including business, animal, various regulatory licenses as assigned in accordance with applicable city ordinances and other regulations.
- Administers oath of office to public officials, registers voters, and serves as notary public.
- Provides public records and information to citizens, civic groups, the media and other agencies as requested. Designated as the Freedom of Information Officer.
- Fulfills the responsibilities of bond and temporary note issuance. The paralegal and administrative processing of bonds and notes issues and compliant with Securities Exchange Commission Disclosure requirements.
- Collects the City's accounts receivable and the receipt of daily cash revenue.
- Administers the commercial insurance for property, liability, fleet and flood policies to include overseeing the insurance bid process and coordinating necessary information from appropriate departments or citizens to file claims against or on behalf of the City with the insurance carrier.
- Administers the Elderly Rebate Program.
- Administers Industrial Revenue Bond Issues to include the follow-up required for the annual in-lieu of tax payments associated with the issues.

### **PERIPHERAL DUTIES**

- Attend seminars and workshops related to City Clerks' duties and responsibilities.
- Types Commission members and Mayor's correspondence as requested; makes Mayor and Commissioners reservations and travel arrangements for meetings, seminars, and conventions.
- Assists in the preparation of ordinances and resolutions as directed, in coordination with attorneys or staff.
- Accepts claims for damages and other legal papers served on the City.

### **MINIMUM QUALIFICATIONS**

#### ***Education and Experience:***

- (A) Graduation from a college or university with a bachelor's degree in business management, records management, public administration or a closely related field, **and**
- (B) Two (2) years of related experience; **or**
- (C) Any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year for year basis.
- (D) One or more years of supervisory experience.
- (E) Must possess a valid state driver's license (and maintain for duration of employment) and meet insurability standards under fleet insurance policy.

#### ***Necessary Knowledge, Skills and Abilities:***

- (A) Working knowledge of the principles and practices of modern public administration; Extensive knowledge of office practices and procedures; thorough knowledge of modern records management techniques, including legal requirements for recording, retention and disclosure;
- (B) Skill in operation of listed tools and equipment;
- (C) Ability to accurately record and maintain records; Ability to establish and maintain effective working relationships with employees, other departments, officials and the public; Ability to communicate effectively verbally and in writing; Ability to plan, organize and supervise clerical workers and assigned staff.

## **SPECIAL REQUIREMENTS**

- (A) Must be bondable.
- (B) Must possess notary public certification, or obtain within six months of hire.

## **DESIRABLE QUALIFICATIONS**

- (A) Designation of Certified Municipal Clerk.
- (B) Two or more years' experience working in municipal government.

## **TOOLS AND EQUIPMENT USED**

Personal computer, including Microsoft Office, word processing, spreadsheet and data base software; mainframe computer terminal; 10-key calculator; copy machine; fax machine; scanner; microfiche; typewriter; and multi-line telephone system.

## **PHYSICAL DEMANDS**

The physical demands described here 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 functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

## **WORK ENVIRONMENT**

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

The noise level in the work environment is usually quiet.

## **SELECTION GUIDELINES**

Formal application and review of qualifications, education and experiences; testing which may include: written and/or practical examination, oral interview; final selection, background investigation, reference check and post-offer medical examination to include a drug screen; and other job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

## **APPROVAL AUTHORITY:**

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City Manager

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HR Director