

**JOB DESCRIPTION**  
**City Clerk**

**Job Class:** I

**FLSA Status:** Non-Exempt

**Supervised by:** Assistant to the City Administrator

**Date Approved:** March 2018

**JOB DEFINITION**

The City Clerk is a professional position and is the official custodian of records. This position is responsible for all aspects of the Kansas Records Act (KORA), Kansas Open Meetings Act (KOMA), maintaining official city records, ordinances, resolutions, contracts, and the municipal code. Attending City Council meetings, Planning Commission meetings, recording minutes, ordinances, resolutions, and serving as a liaison between the Mayor, City Council and residents are also expected. As a city officer, this employee should possess excellent communications, organizational, and public relations skills. The City Clerk has a substantial amount of public contact and must demonstrate outstanding professional communication skills.

**SUPERVISION RECEIVED AND EXERCISED**

- Receives general supervision from the Assistant City Administrator.
- Exercises no supervision.
- Coordinates work with other City departments on a regular basis.

**EXAMPLES OF ESSENTIAL DUTIES** *(This list is not to be construed as a complete representation of the responsibilities of the job, and may include other duties as assigned that are not listed below.)*

Importance	Tasks	% of Time
1	Official keeper of the City Seal; Attends and records City Council and Planning Commission meetings, prepares accurate and timely minutes of those meetings, oversees filing and recording of resolutions and ordinances; Maintains all official records, ordinances, and resolutions; In conjunction with the City Attorney prepares public hearing notices, ordinance and resolutions (approved as to form by the City Attorney); Arranges for publication of ordinances, resolutions and other official documents; arranges delivery of official documents. Serves as a notary public.	40
2	Serves as Freedom of Information Officer. Is responsible for all aspect of compliance with the Kansas Open Records Act (KORA) and fulfill all records requests. Is responsible for compliance with the Kansas Open Meetings Act (KOMA). Provides training and information to staff and the City Council on both KORA and KOMA. Provides citizen assistance by fielding questions, concerns, and complaints from the general public and informing the general public concerning municipal ordinances and procedures, policies and processes. Directs and coordinates a city wide records management program for official City records and archives; acts as custodian of official, permanent records, including ordinances, resolutions, agreements, deeds and other documents for which the City Clerk's office is the office of record. Updates City's Code and Policy manuals; reviews resolutions and ordinances for corrections; codifies ordinances in the City's Municipal Code; periodically publishes and distributes Municipal Code updates.	30

<b>Importance</b>	<b>Tasks</b>	<b>% of Time</b>
3	Is responsible for administering the City's property and liability insurance programs; risk management programs; and workers' compensation insurance programs. Is knowledgeable regarding the City's benefit programs, and assists in coordinating open enrollment and new employee enrollment.	10
3	Administers Oath of Office to Governing Body and appointed personnel; Acts as liaison between the City and the County Election office; Follows department policies and procedures. Receives claims and subpoenas on behalf of the City for records, lawsuits and depositions; provides assistance to the Finance Director by tracking time spent on preparing files and records in response to subpoenas, litigation and records requests. Maintains record of affidavits of publications.	5
5	Issues annual liquor/cereal malt beverage licenses, massage and business licenses; maintains all communication with businesses affected by licenses and franchises. Administers the issuance of permits and licenses for liquor, Class A Club, Drinking Establishment, Cereal Malt Beverage and Solicitors in accordance with applicable City ordinances, regulations and State laws.	5
6	Is responsible for preparation of tax exemption applications of City equipment, structures, and properties and when approved, fixed asset records; community development block grant records; project files; and all other pertinent records for the business of the City.	5
7	Serves as backup for greeting patrons and answering phones. The City Clerk will possess exceptional customer service skills, and is able to remain calm while work under tight deadlines and in stressful situations. The City Clerk will possess a basic working knowledge and understanding of accounting functions by performing, but not limited to the following duties: providing support for the Accounting Technician and applying customer payments. Process credit card payments and credits. Respond to customer inquiries regarding utility accounts for both sanitary sewer and water service. Is able to review vendor invoices. Assists in preparing garnishments as required.	5

#### **IMPORTANT JOB FUNCTIONS,**

- Able to answer telephone calls while performing other duties.
- Able to represent the City in an official capacity.
- Able to maintain confidentiality.
- Excellent phone etiquette
- Excellent verbal communication skills
- Punctual
- Able to work with minimum supervision
- Should be customer service driven
- Knowledge of MS Office (Word, Excel, Outlook, Access)
- Able to learn accounting software
- Able to multi-task
- Professional appearance
- Able to serve walk-in customers while performing other duties.

#### **MATERIAL AND EQUIPMENT USED:**

Computer

General Office Equipment

**MINIMUM QUALIFICATIONS REQUIRED:**Education and Experience:

A bachelor's degree in public or business administration or related field with courses in accounting, office management, and business communications or additional equivalent experience. A combination of education and experience will be considered in lieu of a degree. Experience in a municipal setting is preferred.

Four years of progressively responsible related experience; or,  
Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Must be bondable.

Licenses and Certifications:

Valid Driver's License with safe driving record during employment

Certified Municipal Clerk (CMC) is preferred

Certified or able to certify as Notary Public

**KNOWLEDGE, SKILLS, AND ABILITIES:**Knowledge of:

- Above-Average knowledge of applicable state, federal and local ordinances, laws, rules and regulations.
- Above-Average knowledge of MS Office (Word, Excel, Outlook, Access).
- Above-Average knowledge of standard operating guidelines and policies, rules, and regulations.
- Knowledge of safety procedures for all aspects of job.

Skill in:

- Communicate clearly and concisely, both orally and in writing.
- Excellent attention to detail.
- Document clearly and concisely operating records of various tasks and assignments.
- Able to maintain confidentiality of certain public records, transactions, and information. Can identify sensitive records and information and follow procedures for maintaining confidentiality.

Mental and Physical Abilities:

- Works well in a team environment.
- Able to work with a diverse group of people.
- Be courteous, diplomatic, even-tempered, cordial, patient, impartial, cooperative and cheerful when dealing with supervisors, co-workers, elected officials, and the public.
- Establish and maintain effective working relationships with all encountered during the course of work.
- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel; and reach with hands and arms.

**WORKING CONDITIONS:**

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust. The incumbents working conditions are typically moderately quiet. The employee is occasionally required to carry, lift, move or pushing up to 25 pounds. This job may require occasional bending,

squatting and twisting. This job includes frequent use of manual dexterity and visualization of a computer screen throughout the day.

This position may be required to work overtime, evenings, weekends, and some holidays.

I understand that nothing in this job description restricts the City's right to assign or reassign duties and responsibilities to this job at any time. I also understand that this position description reflects Human Resource's assignment of essential functions; it does not prescribe nor restrict the tasks that may be assigned. I further understand that this position description may be subject to change at any time due to reasonable accommodation or other reasons.

I have reviewed this document and discussed its contents with my supervisor and I fully understand the nature and purpose of this job description and its related duties.

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Employee

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Signature

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Date

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City Administrator

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Signature

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Date

This job description should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.