

TITLE: CITY CLERK
RANGE: TBD – Estimate of \$5,729 - \$6,963

FLSA STATUS: EXEMPT
UNIT: UNREPRESENTED

This description is intended to describe the general nature and level of work being performed by individuals assigned to positions in this classification. Sufficiently similar duties not specifically mentioned herein are not expressly excluded.

Summary:

The City Clerk plans, organizes and supports activities and operations of the City Council legislative process and provides administrative support to the Finance and Records and Administration Departments. Responsibilities vary depending on City Council functions and may include preparing agenda materials, minutes, reports and records. This position is the City's designated Public Records Officer and is responsible for coordinating, monitoring and/or responding to all public records requests received by the City.

Scope of Responsibility:

This is an advanced-journey level classification. Incumbents work under general direction and exercise a high level of discretion and independent judgment in performing the full range of routine to complex city clerk and public records officer duties. Incumbents may also provide lead direction to clerical, technical, and professional staff.

Supervision Received/Given:

Receives general direction from assigned supervisory or management personnel; initially, incumbent will receive oversight and training under the Finance Director as the former City Clerk. After this training period the Clerk will be supervised by the Administrator or their designee.

Essential Functions:

- Works closely with the Mayor, City Council, City Administrator, Finance Director and others to compile, prepare, review, revise and distribute City Council meeting agenda materials.
- Drafts minutes, manages the publication, recording, distribution, indexing and retention of City Council proceedings; ensures completion of required follow-up on meeting action items.
- Prepares and publishes official legal notices such as public hearings, City Council meetings, advertisements for bids, and other notices in accordance with established procedures and legal requirements.
- Develops, prepares and/or reviews, proclamations, resolutions and ordinances.
- Officiates at bid openings; serves as a liaison with Chelan County and the Washington Public Disclosure Commission.
- Attends regular and special meetings, study sessions, workshops, retreats and public hearings

of the City Council.

- Prepares the Council Chambers and other meeting rooms; receives documents to be distributed, including exhibits, correspondence and presentations; ensures speakers follow established timelines.
- Serves as primary point of contact for public in requesting disclosure of public records; coordinates and monitors public records requests pursuant to the Revised Code of Washington and City procedures.
- Reviews records to determine responsiveness, makes redaction determinations, creates and maintains exemption logs; provides third-party notification when needed; monitors records request internal tracking systems to ensure timely delivery.
- Responds to public inquiries and complaints and assists with resolutions and alternative recommendations.
- Oversees periodic updates of the Leavenworth Municipal Code, administers oath of office procedures; serves as custodian of the official seal of the City; attests signatures as required.
- Accepts filings of claims against and appeals to the City as required.
- Maintains absolute confidentiality standards while performing related duties as required or assigned.

Knowledge of:

- Structure and operation of state, county and municipal governments.
- City organization, operations, policies and procedures.
- Parliamentary procedures and Robert's Rules of Order.
- Technical procedures for archiving, indexing and retrieving public documents.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility.
- Research techniques and procedures.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Develop, implement and administer city-wide programs related to assigned responsibilities; foster cooperative group processes and efficiently use resources.

- Meet legal schedules and timelines.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Prepare clear and concise reports, correspondence, procedures, and other written materials.
- Research, analyze, and evaluate program delivery methods, procedures, and techniques.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with individuals; governmental agencies; community groups; various business, professional, and regulatory organizations.
- 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.
- Maintain confidentiality of politically sensitive materials and information.

ADDITIONAL REQUIREMENTS:

- Possession of a valid Washington State Driver's License (or ability to obtain) and a driving record free of significant moving violations.
- Successful completion of a pre-employment background check is required.
- A Notary Public designation is required within six (6) months of hire.
- Washington Association of Public Records Officer certification is required within six (6) months of hire.
- Certified Municipal Clerk designation may be required within a specified period after hire.

EDUCATION AND/OR EXPERIENCE:

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

Associate degree in business administration, public administration, accounting, finance or related field and four (4) years of increasingly responsible professional experience public sector finance or administration.

Working Conditions:

The work environment characteristics described here are representative of those an 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. Work is performed in an office, which is busy, oriented to public service, and subject to constant work interruptions. Employees may work under the stress of continual public and/or inter-departmental contact and pressure to meet timelines. The noise level in the work environment is usually moderate. Frequent attendance at meetings outside of regular work hours is required.

Physical Requirements:

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 20 pounds

The City of Leavenworth is an equal opportunity employer.