

CITY OF OAK HARBOR

JOB DESCRIPTION

Job Title: ***City Clerk***
Department: ***Finance***
Reports to: ***Finance Director***
Status: ***Exempt / Non-union***

Job Summary:

The City Clerk coordinates and provides Council, community and customer services, and is responsible for Council agendas, packets, communications, minutes, City records management, response to requests for public records, and performance of statutory duties such as recording and certifying ordinances and resolutions, or serving as custodian of the City seal and official records. The Clerk attends Council meetings and workshops, maintains close relations with the Mayor, Council and executive staff, and promotes premier customer services, innovative technologies, and ongoing communications.

Essential Job Functions:

1. Attend management meetings and work with administration to prioritize and facilitate the City Council's schedule and activities.
2. Coordinate Council agenda and meeting packet preparations with the City Administrator, Mayor, Executive Assistant, and department heads; and ensure publications, notices, packet deliveries, and meeting arrangements.
3. Assist and attend Council meetings and help provide ongoing communications with the Mayor, Council, City Administrator, meeting participants and guests, and the public. Also write, review, and proof the minutes, and, with the City Attorney, publish legal notices for the Council.
4. Coordinate and perform the statutory provision of the office of the City Clerk such as recording and certifying ordinances and resolutions, custodian of the City seal and official records, preparation of forms for petitions, certification of city streets, or pension board member or trustee.
5. Serve as the City's records manager and archivist: develop and maintain a comprehensive records and archive program for the City, including records management standards, technologies, storage, confidentiality, vault services, safeguard, and destruction.
6. Compile, review and maintain the official records of the City. Maintain legislative listing and permanent City documents including ordinances, resolutions, contracts, leases, deeds, annexations, street vacations, and other documents.
7. Establish and maintain effective and cooperative working relationships with the Mayor and Council, department heads, co-workers, supervisors, vendors, the media and the general public using good judgment to handle customer complaints, respond to inquiries and resolve concerns in a positive and timely manner using tact and courtesy, sometimes under stressful situations.
8. Function as a City-wide contact for public information requests; receive and maintain requests for information from the press and public, coordinate and route requests to the proper City staff member. Serve as liaison between the requester and the City to facilitate and expedite responses. Also provide general, official, and records management related information to other City departments and agencies.
9. Oversee and perform the preparation, publication, codification, and filing of legal notices and ordinances. Also administer and draft legal advertising notices and special meeting notices for distribution to the Mayor, Council, City Administrator, City Attorney, and other persons.
10. Coordinate and back up the Executive Assistant to assure continuity in Council and Mayor services and may provide direction to office staff as assigned.
11. Maintain confidentiality of materials and situations.
12. Serve as contact point for City vendors. Prepare legal notices to ensure publication of ordinances, resolutions and contract bids. Officiate at bid openings. Review contracts for completeness.

Associated Job Functions:

1. Attend various continuing education meetings, seminars, and conferences
2. Perform other duties and responsibilities as assigned.

Performance Requirements (Knowledge, Skills, and Abilities)

- Ability to quickly acquire a thorough knowledge of the Mayor, Council, and department working relationships, people and personalities, as well as the City's mission, vision administrative and management procedures, and of the community's business and economic development issues and values.
- Knowledge and ability to perform City Clerk functions including preparation and coordination of council agenda, packets, minutes, public document records search, and project administration.
- Knowledge of municipal records management techniques, practices, principles and knowledge of the City ordinances and Washington State statutes, and regulations governing the City Clerk's office.
- Knowledge and ability to utilize computerized systems including but not limited to word, spreadsheet, database, and access as well as records management and internet and research technologies.
- Excellent oral communication skills and demonstrated ability to provide premier customer-focused service within the City, to elected officials, and to the general public.
- Excellent written skills and ability to compose complex correspondence as well as the ability to conduct research, organize and compile data into meaningful reports.
- Ability to conduct legislative research, compose correspondence, reports and articles from general directions and rough notes; format, edit and proof; and prepare final copy documentation with a thorough knowledge of English, spelling, grammar, vocabulary and punctuation.
- Ability to work independently, be proactive, prioritize work, mesh numerous assignments, and cope with interruptions, last minute changes and rigid deadlines.

Working Environment and Physical Demands:

Work is performed in an office, Council meeting and workshop environment and requires the ability to sit or stand for extended periods of time. Requires normal visual and hearing acuity and manual dexterity to proficiently operate computer and other office equipment. Attendance at City Council meetings in the evening is required.

Experience and Training Requirements:

- Bachelor's degree or equivalent supplemented with continuing education in records management, business education, leadership, research or administrative skills, *and*
- Five years of progressively responsible experience as a city clerk or board secretary with responsibility for preparation of complex documents, agenda packets, records management, office communications, day-to-day project research and administration as well as maintaining effective communication with management and officials. Experience in public administration or legal environment highly desirable.
- Shorthand or equivalent speedwriting and/or ability to notate and record legislative actions, read back motions, proof minutes and records.
- Proficient computer operation skills and experience with a variety of software programs including Microsoft products, database, customized and menu-driven programs. Must have keyboard skills at 60 wpm minimum.
- Ability to obtain certification as a Notary Public within six months of hire.
- Ability to complete necessary training and continuing education to obtain certification Municipal Clerk within three years of hire.
- Valid Washington State driver's license or otherwise establish the ability to perform the job in an equally efficient manner without driving.
- Must pass background and driver's abstract check.

A combination of education, training and experience that provides the required knowledge, skills and abilities will be considered.

requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.