



CITY OF POCATELLO CLASSIFICATION SPECIFICATION

City Clerk

Department: Mayor's Office

Reports to: Administrative Services Manager

Pay Grade H12

Date Established: 9/2014

Date Revised: 1/2019

FLSA Status: Exempt

CLASSIFICATION SUMMARY

The City Clerk carries out the duties and responsibilities of City Clerk functions as mandated by state law, including providing administrative support to the Mayor and City Council, attending and recording City Council meetings, maintaining official City records and conducting City elections.

The City Clerk manages City elections and coordinates and documents City Council activities, including preparing agendas, recording meetings and maintaining files. The position has sole responsibility for the City's Records Management function, including implementation and maintenance of an automated records management system. The position is also responsible for issuing city licenses. Other duties include recording cemetery sales and deed documents, issuing licenses, managing LID, COP and Bond records and other ancillary duties.

This job includes a significant amount of public contact and the duties are diversified in numerous areas with a broad impact on city functions. The job requires a specialized body of knowledge of City operations, codes and ordinances and previous experience performing administrative support duties at an executive level. This is an independent position with no supervisory responsibility. The position reports to the Assistant to the Mayor. The job requires attendance at City Council meetings which will include regular evening hours at least twice per month.

The job requires the ability to maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, other organizations, and the general public.

The work environment is a general office environment. The noise level is generally moderate.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(illustrative only and may vary by assignment)*

Maintains the permanent records of the City including City Council agendas, minutes, contracts, agreements, leases and cemetery deed and other records. Manages the City's Records Management function, implementing and maintaining an automated records management system. Trains and instructs city employees in record keeping requirements. Manages system security, trouble-shoots system problems and provides ongoing system maintenance.

Serves as Chief Election Officer to supervise City elections. Provides general information and communication regarding elections.

Issues City licenses such as day care, liquor, security guard and crossing guard licenses. Ensures City compliance with state laws related to licensing.

Provides administrative support to the Mayor and City Council. Prepares agendas and Council informational packets. Attends City Council meetings to record and prepare meeting minutes. Responds to citizen inquires for information regarding Mayor and Council proceedings. Maintains and updates City ordinances and municipal code.

Provides customer service to the public and other City staff and departments. Provides information, answers questions and inquiries in person and by telephone.

Performs other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

CLASSIFICATION REQUIREMENTS:

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty satisfactorily and be successful in the position.

Knowledge of:

- Principles and practices of municipal administration and pertinent federal, state and local laws, codes and regulations;
- Principles and procedures of record keeping and management of an automated records system;
- City codes and ordinances;
- Municipal election codes, statutes and ordinances;
- Functions, policies and procedures of City departments;
- Customer service methods and techniques;
- Operation of a personal computer and job-related software applications;
- Office reception methods and techniques.

Skill and Ability to:

- Meet the requirements of a City Clerk as dictated by Idaho Code;
- Manage and maintain an automated records management system;
- Supervise City elections;
- Provide customer service to the public and other City staff and departments in person and by telephone;
- Respond to records requests, research and respond to inquiries;
- Perform duties of receptionist, as needed;
- Operate a personal computer including job-related software applications;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Perform time management and scheduling functions, meet deadlines, and set task priorities;
- Maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, and the public;
- Communicate effectively in the English language at a level necessary for efficient job performance;
- Complete assignments in a timely fashion; understand and comply with all rules, policies and regulations;
- Maintain a professional demeanor at all times;
- Perform all duties in accordance with City policies and procedures with regard for personal safety and that of other employees and the public.

ACCEPTABLE EXPERIENCE, TRAINING, LICENSES AND/OR CERTIFICATIONS

- High school diploma or GED is required;
- Three (3) to five (5) years experience performing executive level administrative support duties, preferably including records management.

An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

PHYSICAL REQUIREMENTS

The employee is frequently required to stand, walk, sit, bend, operate a computer keyboard or type, handle materials, or reach with hands and arms performing the essential functions of the classification. The duties require sitting for long periods, accessing stored file boxes and file cabinets and moving and organizing

physical file materials. The employee must occasionally lift 25 pounds. Specific vision abilities required by this classification include close vision, distance vision, depth perception and ability to adjust focus, conduct research and inspect materials. Sufficient clarity of speech and hearing abilities required by this classification includes those which permit the employee to discern verbal instructions, communicate effectively in person, by telephone or electronic mail. While performing the duties of this classification, the employee works in an office setting where the noise level in the work environment is usually moderate.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.