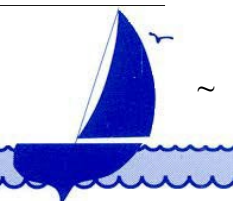




City of Des Moines, Washington

JOB DESCRIPTION



CITY CLERK

Regular, Full-time

Salary Grade: E-26

FLSA Status: Non-exempt

Union Status: Non-represented

EEO Category: Administrative Support

Nature of Work

Under the general direction of the Director of Community and Administrative Services, the City Clerk serves as the statutory clerk of the City Council and the Public Records Officer for the City's official records management system. The City Clerk oversees the administration of the City Council meetings, including agenda development, recording, and preparation of official minutes. This position is also responsible for the management of the City's Clerk's Office to include Deputy City Clerk, Public Records, Records Management and Front Desk operations. The City Clerk ensures all functions are in compliance with federal, state and city regulations and procedures and assist citizens and business owners with participation in City Government sponsored activities and events. Reporting to the Director of Community and Administrative Services, this position may also receive direction and provide support to other executive leadership. Duties include processing and preparation of a wide variety of specialized reports, correspondence and other documents.

Essential Functions

- Supervises the preparation and review of City Council meeting agendas and arranges for official publication and posting of notices regarding City Council meetings and agendas; supervises the preparation of minutes for Council meetings and workshops; Prepares and distributes follow ups on Council actions and directions to City staff; maintains and updates City Council planning guides/preliminary agendas; finalizes resolutions, ordinances, minutes and other documents in preparation for signature; attends City Council meetings as assigned; performs all duties as prescribed by law for the City Clerk; administers the Oath of Office to City Council members.
- Responds to inquiries requiring interpretation of policies, procedures, precedents, rules and regulations, and federal, state and local laws as applicable to City Clerk and Council operations; provides information and access to City records to City staff and the public; conducts research on the more complex inquiries, retrieves and makes copies of City Council actions and other public documents upon request; responds to subpoenas and compiles requested documents; ensures compliance with Public Records Act requirements and other applicable regulations; ensures all who contact the office receive excellent customer service; completes surveys from other public agencies as required.
- Leads, plans, organizes and controls the City's Clerk's Office to include Public Records, Records Management and Front Desk operations; coordinates administrative activities and projects in support of various City departments; monitors the progress of other staff members' work to ensure timely and satisfactory completion of assignments arising from the City Manager, City Council and staff requests or other areas of responsibility.

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- Selects, trains, motivates, and evaluates personnel; provides or coordinates staff training; conducts performance evaluations; implements discipline procedures in coordination with Human Resources personnel; maintains high standards necessary for the efficient and professional operation of the department.
 - Serves as the Public Records Officer for the City and supervises the Records Management Division for the City assuring compliance with the legal requirements and disclosure regulations; maintains inventory of records within the City; submits reports to the State as necessary for destruction of records; ensures public disclosure of requested records and coordinates with the City Attorney's Office with regard to Public Disclosure laws.
 - Oversees the preparation, publication, codification, and filing of legal notices such as public hearings, special Council meetings, advertisements for bids, etc., in accordance with established procedures and legal requirements. Officiates at all bid openings and prepares bid results; provides for annual updates as requested.
 - Maintains custody of official records and archives of the City including, but not limited to: ordinances, resolutions, contracts, agreements, business licenses, real property deeds, easements and other official documents and minutes, and performs the official certification and recording for the City as required on legal documents and any other records requiring such certification.
 - Composes and/or drafts a variety of letters, memos, minutes, contracts, forms, reports, presentation, organizational charts, and other documents; operates computers to produce documents with clearly organized thoughts using proper sentence construction, punctuation, and grammar. Proofreads and checks a variety of forms, documents and other materials for accuracy, completeness and compliance with policies and procedures;
 - Conducts City elections; performs pre-election support functions including assembling packets and instructions to candidates, publishing legal election notices, processing election documents, preparing and maintaining candidate lists and statement logs; and provides information to candidates and the public on election and candidacy requirements and procedures.
 - Serves as acceptance agent for Claims for Damage and lawsuits against the City; receives, processes and tracks claims; assembles data for routing to Washington Cities Insurance Authority.
 - Supervises the management of the City's citizen advisory committee's appointments assuring that vacancies are filled in a timely manner. Puts together appointive committee appointments. Acts as Custodian of the Official Seal for the City. Manages and prepared certified true copies as necessary.
 - Serve as liaison to King County Elections Office and Public Disclosure Commission.
 - Establishes and maintains cooperative, effective working relationships with co-workers, other City employees, and the general public using principles of good customer service.
 - Reports for scheduled work with regular, reliable and punctual attendance.
 - Performs other duties as assigned, including but not limited to being assigned to work in other functional areas to cover absences or relief, equalize peak work periods, or balance the workload.

Necessary Knowledge, Skills, and Abilities

Knowledge of:

- Local government organization, operations, policies and procedure.
- Principles and practices of management, supervision, training and performance evaluation.
- Program development and systems management in delivery of customer service.
- Principles of records management and records retention.
- State law regarding public meetings and Washington State Public Records Act.
- Election laws of the State of Washington.
- State and local law regarding duties of the City Clerk.
- English usage, grammar, spelling and composition.

Ability to:

- Research complex issues and developing recommended action; ability to carry out assigned projects to completion.
- Communicate effectively, verbally and in writing.
- Develop and implement programs, policies, and/or procedures to achieve specific goals and objectives.
- Work effectively on several projects concurrently with many interruptions.
- Professionally deal with the public, staff members and other agencies on the phone and in person; and the ability to establish and maintain effective working relationships with the City Manager, City Council, department directors, employees, and the public.
- Organize and summarize complex material; to compose effective correspondence independently; to take notes quickly and accurately; and the ability to work independently with minimum supervision; and maintain confidentiality.
- Plan, organize and schedule office priorities.
- Use independent judgment and initiative to solve complex problems.
- Discreetly handle confidential and politically sensitive matters.
- Operate office tools and equipment and knowledge of general office practices and procedures.
- Working knowledge of Microsoft Office Suite products.
- Type at least 45 words per minute with accuracy.
- Take and compose minutes of meetings.

Education and Experience Requirements

- Five years of increasingly responsible administrative office support experience or municipal records management, with at least three years of supervisory experience; or a combination of education, experience and training that indicates the ability to successfully perform the essential functions of the position.
- Public sector experience, preferred.
- Certification as a Municipal Clerk, desired.

Special Requirements

- Valid Notary Public License or the ability to obtain one within three months of hire.
- Washington Association of Public Records Officers Certifications, or obtain within one year of hire.
- Certification as a municipal clerk within four years from date of hire.
- Evening work and occasional weekend work is required.
- Possession of and the ability to maintain throughout employment a valid Washington State Driver's License with a good driving record.
- Successful completion of a pre-employment background and criminal history check.
- Because of the known effects of tobacco use, the City of Des Moines does not hire applicants who use tobacco products.

Working Conditions and Physical Abilities

- Work is performed in an office environment although some travel and night meetings are required. The position requires continuous decision making, interpersonal skills, teamwork, creativity, customer service, performance of basic and advanced math, discretion, presentation/teaching, problem analysis, negotiation, mentoring, independent judgment and/or action; and the ability to read, understand, write and speak English.
- The position requires continual talking, hearing, and sitting; frequent fingering, feeling, grasping, handling and repetitive motion of hands and wrists; occasional standing, walking; rare reaching, bending, and climbing. Must be able to push, pull, lift, and carry 20 pounds.

Equal Opportunity Employer

- The City of Des Moines is committed to hiring a diverse workforce and all qualified applicants, including all ethnic backgrounds and persons with disabilities, are encouraged to apply. The City is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, color, religion, national origin, marital status, sexual orientation, veteran status, disability status, or any other basis prohibited by federal, state, or local law.
- In accordance with the Americans with Disabilities Act, an employer is obligated to make a reasonable accommodation only to the known limitations of an otherwise qualified individual with a disability. In general, it is the responsibility of the applicant or employee with a disability to inform the employer that an accommodation is needed to participate in the application process, to perform essential job functions or to receive equal benefits and privileges of employment.

General Information

- The statements contained herein reflect general details as necessary to describe the principal functions for this job classification, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.
- The physical abilities described above are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The provisions of this job description do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice.
- Established 2017, Updated 2022. Updated 2024.