

CITY CLERK

GENERAL PURPOSE. The City Clerk is an exempt position under FLSA. This employee reviews the City's financial position on a daily basis, controls all records, maintains custody of all documents, and assists citizens. This employee should possess excellent supervisory, communication, and public relation skills.

I. JOB DESCRIPTION.

DUTIES AND RESPONSIBILITIES.

1. Supervises and schedules work assignments for subordinate personnel and performs annual evaluations.
2. Establishes short and long range plans for meeting City's needs in all areas of responsibility. Plans for future projects and general growth of the city, ensuring services will meet the needs of the community.
3. Hires all employees directly under their supervision and evaluates all subordinate personnel annually. Recommends to the governing body a schedule of salaries for all employees under their supervision.
4. Studies and standardizes department policies and procedures to improve efficiency and effectiveness of operations.
5. Works with other governmental agencies to ensure proper interdepartmental and intergovernmental coordination.
6. Works with other department heads to prepare request for proposals for projects with engineers, consultants on projects. Works with engineers and contractors on infrastructure projects.
7. Explains the city's zoning ordinance to citizens, Realtors, developers, etc. Assists Planning Commission in developing the zoning ordinance and procedures. Assist with staff report to Planning Commission and City Council.
8. Conducts long range planning for capital improvements and equipment replacement. Supervise the care and management of all city owned property and equipment in their department. Maintains supply inventory.
9. Investigates all complaints concerning the operation and services of the department.
9. Follows the instructions and guidance provided by the elected City Council.
11. Provides prompt, clear, concise and relevant information to the City Council.
12. Works closely with the Planning Commission, Public Building Commission, Chamber of Commerce, Oswego Economic Development Committee, Tourism Committee, Arts & Humanities Commission and other committees as required by the City Council and attends their meetings as needed.
13. Ascertain available federal and state programs and advise the governing body as to possible grants or other benefits of the programs.
14. Maintains all City records, books, files, and documents.
15. Attends City Council meetings recording the minutes.
16. Publishes Ordinances, notices and resolutions in the appropriate newspapers.
17. Prepares vouchers for payment and orders supplies for City Hall and other departments.

18. Prepares the annual budget gathering input from other department heads, city committees, etc., submitting the same to the governing body to meet state budget deadlines, and informing the governing body at least monthly of the financial condition of the city and its' budget status.
19. Invests in short-term investments.
20. Prepares and maintains various state and federal reports.
21. Maintains voter registration records and serves as the voter registrar.
22. Prepares the City newsletter.
23. Prepare annual bid specifications for the city's insurance and inspect submitted insurance bids to determine if they meet the stated insurance requirements of the city.
24. Monitors grant funded projects, from development through completion, by observing established standards, agreements and reports.
25. Performs other related duties as deemed necessary or as required.
26. Monthly Safety Meeting Attendance is required.

SUPERVISION RECEIVED. The City Clerk reports to the City Administrator and is appointed by the Mayor with the City Council's approval. During any time the position of City Administrator is vacant, the City Clerk shall report directly to the Mayor and City Council.

SUPERVISION EXERCISED. Exercises supervision over City Hall personnel, Visitor Information Center personnel and Municipal Court Clerk.

II. JOB SPECIFICATIONS.

KNOWLEDGE, SKILLS, AND ABILITIES.

1. Knowledge of City, county, state, and federal policies, regulations, and laws.
2. Knowledge of computer applications, budget and financial reporting, investments, and purchasing.
3. Knowledge of problem solving methods in solving financial, priority, personnel, and citizens' issues.
4. Skill in developing working relationships with citizens, other employees, vendors, and other governmental agencies.
5. Skill in oral and written communications.
6. Ability to read and interpret financial statements, reports, written instructions, and statutes.
7. Ability to operate computers, calculators, copiers, and other related office equipment.
8. Ability to make decisions independently.

EXPERIENCE AND TRAINING.

1. High school diploma or GED and a Technical or Associate of Arts degree required. Five (5) years of specific experience may substitute for the degree.
2. Prefer completion of the City Clerk's Certification school.
3. Eight (8) plus years of city administration and supervisory experience is required.
4. Must have a valid state driver's license.
5. Expected to have acquired the necessary information and skills to perform the job well within one (1) year of employment.

PHYSICAL DEMANDS & WORK ENVIRONMENT. See the essential functions table on page B51.

MISCELLANEOUS.

1. Must pass a medical examination, including a drug & alcohol screening.
2. Occasional overnight travel for meetings and conferences may be required.

