

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

City Clerk

Department: Administration

Pay Grade: 515

FLSA Status: Exempt

Job Code: A109

JOB SUMMARY

The purpose of this classification is to serve as custodian of the official records of the City of Roswell and to provide administrative support to the City Council.

ESSENTIAL JOB FUNCTIONS

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Coordinates daily work activities: organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; confers with assigned staff, assists with complex/problem situations, and provides technical expertise.
- Ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures: initiates any actions necessary to correct deviations or violations.
- Consults with Deputy City Administrator, City Administrator, Mayor, City Council members, and other officials to review operations/activities, review/resolve problems, receive advice/direction, and provide recommendations.
- Maintains official documents and records of the City of Roswell: maintains custody of all records, Council meeting minutes, committee/board meeting minutes, Council agendas, resolutions, and ordinances; assists with preparation of ordinances and resolutions; provides certifications of minutes and other documents; maintains a comprehensive index of documents/records; maintains properly indexed, accurate, and complete minutes of proceedings of City Council, including all ordinances and resolutions passed; oversees maintenance of formal records and minutes pertaining to all committees, boards, advisory committees, and Council meetings; oversees maintenance and preservation of

intergovernmental agreements, franchise agreements, and other agreements and related records.

- Coordinates the City's records management and records retention programs: formulates and implements City recordkeeping policies and procedures; organizes maintenance of the deed file and tape library; preserves City records which are not assigned to custody of other departments, and maintains proper indexing to ensure ready access.
- Conducts records maintenance activities in compliance with guidelines governing record retention: ensures proper maintenance of records, confidentiality of information, and release of records to authorized individuals in accordance with established guidelines; initiates any actions necessary to correct deviations.
- Coordinates publication or posting of required public notices pertaining to meetings covered state/federal laws.
- Receives, resolves, and coordinates response to open records requests as required by law.
- Serves as custodian of City seal and affixes seal to official documents as required.
- Provides support for City Council meetings and functions: attends all meetings of City Council; oversees compilation of City Council agenda and preparation of department, commission, and/or board meeting agendas; assigns duties for recording meeting minutes to appropriate personnel; receives all petitions made to the City and submits before the Mayor and City Council for review.
- Maintains membership lists of City board, committee, and advisory committee members: advises Mayor and Council of subsequent term expirations and vacancies.
- Serves as City Election Manager and Voter Registrar: plans and coordinates City elections; ensures completion of all financial disclosure and campaign contribution reports by City officials and those seeking office.
- Disseminates annexation information to necessary parties, such as Election Office, Secretary of State, Department of Justice, or other entities: prepares yearly reports to delineate all properties annexed during the preceding year, as required by Department of Justice under the Voting Rights Act.
- Maintains signature authority over issuance of City alcohol, beverage, and business licenses.
- Prepares or completes various forms, reports, correspondence, performance evaluations, agendas, meeting minutes, resolutions, proclamations, affidavits, or other documents.
- Receives various forms, reports, correspondence, time sheets, meeting documentation, contracts, agreements, deeds, annual reports, requests for records, records retention schedules, rules of order, parliamentary procedures, policies, procedures, manuals, directories, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.
- Operates a motor vehicle, personal computer, general office equipment, or other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, e mail, Internet, or other computer programs.
- Communicates with City officials, employees, other departments, attorneys, the public, the media, other municipalities, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.
- Attends meetings, serves on committees, and makes presentations as needed.
- Maintains a comprehensive, current knowledge of applicable laws/regulations: maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

- Performs general/clerical tasks, which may include answering telephone calls, typing documents, making copies, sending/receiving faxes, filing documentation, or processing incoming/outgoing mail.
- Provides assistance to other employees or departments as needed.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience:

Requires a Bachelor's Degree in Business Administration, Public Administration, Accounting, or closely related field; supplemented by five (5) years previous experience and/or training that includes municipal government administration, records management, public interaction, and personal computer operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Licenses or Certifications:

- Possess and maintain valid State of Georgia Municipal Clerk's Certification.
- Possess and maintain valid Georgia Municipal Clerk Masters Certification
- Possess and maintain valid International Institute Municipal Clerk Designation
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- Possess and maintain a valid Georgia driver's license with a satisfactory motor vehicle record (MVR).

Special Requirements:

- None

Knowledge, Skills and Abilities:

- Knowledge of principles, practices, and procedures associated with maintenance of official records.
- Knowledge of the requirements of the Georgia Open Records Act, Georgia Records Retention Schedule, and other federal, state, and local laws and ordinances affecting City government.
- Knowledge of election practices and procedures, including Voting Rights Act requirements and reporting requirements.
- Knowledge of the principles of supervision; and must be able to effectively lead, motivate, and evaluate assigned staff.
- Ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.
- Ability to apply principles of persuasion and/or influence over others in a supervisory capacity and in coordinating activities of a project, program, or designated area of responsibility.
- Ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.
- Ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

- Ability to perform addition, subtraction, multiplication, and division. May include counting, recording of counts, and basic measuring.
- Ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.
- Ability to exercise judgment, decisiveness and creativity in situations involving broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control and planning of an entire program or set of programs.

PHYSICAL DEMANDS

The work is sedentary to light which requires the ability to exert light physical effort, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station. Tasks also require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

WORK ENVIRONMENT

Work is regularly performed without exposure to adverse environmental conditions.

The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.