

CITY CLERK

SUMMARY/PURPOSE

Provide strategic leadership and management for the City of Duluth Clerk function. Provides planning and administrative direction for the City Clerk responsibilities. Serves as a professional liaison between the City Council, City departments, and the citizens. Serves as a chief spokesperson, communicating with the general public and community representatives. Serves as the City's Authority and Compliance Official for the Minnesota Data Practices Act.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Effectively communicate with individuals and groups from varied social and economic backgrounds, including elected officials, department directors, representatives of other jurisdictions and private organizations, subordinate employees, and the general public.
2. Equip the City Council with the resources, systems, and support necessary to properly and effectively discharge their official duties.
3. Help other city staff to equip city boards and commissions to properly and effectively discharge their official duties.
4. Record, file, index, preserve, and publish City Council ordinances and proceedings in accordance with applicable law and policy.
5. Record in full, uniformly, and permanently, all ordinances and authenticate the same.
6. Supervise the publication of all ordinances in the official paper designated by the City Council and such other official notices as may be his/her responsibility to do so.
7. Supervise elections and keep and maintain all election records and have custody of all property used in connection with elections.
8. Issue all permits and licenses except those which are required otherwise to be issued by a particular department or office.
9. Notify the appointing authority of the impending expiration of the term of office of a member of any board or commission (said notice to be given at least 30 days before such expiration); and be the custodian of the official seal of the city.
10. Research educational outreach strategies to inform and engage voters and encourage voting.
11. Lead and direct citywide records management program in a manner that complies with applicable law and policy and supports the effective administration of the city.
12. Demonstrate a commitment to diversity within the division's workforce, including racial, ethnic, gender, socioeconomic, educational, and experiential considerations that reflect the community at large.
13. Demonstrate creative and flexible problem-solving capabilities, with the ability to elevate concerns early to the City Administration, as well as the ability to analyze and resolve complex and sensitive issues.
14. Demonstrate an ability to encourage and provide for the creation of a positive work environment, including the ability to recruit talented people, support and build team spirit and morale, empower others to act within City values, listen to ideas, and provide opportunities for others to contribute.
15. Manage employee performance, and provide training, coaching, and mentoring for employees.
16. Provide clear, sufficient, and timely direction and information to the employees about plans, expectations, tasks, and activities.
17. Demonstrate highly-effective leadership by promoting and supporting the mission and vision of the organization, recognizing and defining issues, and taking initiative towards improvements.
18. Oversee the hire, transfer, assignment, promotion, employee grievance resolution, discipline, suspension, or discharge of assigned personnel.
19. Provide for ongoing training of employees in emerging methods, trends, and technologies, and proper and safe work methods and procedures.

20. Establish and maintain positive working relationship with the employees by maintaining two-way communications, producing consistent results, advocating for the team when appropriate, and offering their expertise to improve processes, systems, and the organization.
21. All written contracts, bonds, and instruments of every kind and description, to which the City shall be party shall be executed in the name of the city by the Mayor or other officer designated by ordinance for that purpose, and shall be attested by the Clerk, and, when necessary, shall be acknowledged (per City Charter).
22. Other duties may be assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required.

1. Preferred Education & Experience Requirements
 - A. Bachelor's degree in Public Administration, Law, Management, Communications, or related field and four (4) years of progressively responsible professional level experience; OR
 - B. Combination of verifiable education and experience equal to eight (8) years.
2. Knowledge Requirements
 - A. Knowledge of effective leadership and personnel practices.
 - B. Understanding of departmental budgets as expressions of department and City goals and initiatives and experience in managing, balancing, and prioritizing those departmental budgets.
 - C. Strong knowledge of principles of public administration, structure and functions of municipal government, and legislative political processes.
 - D. Strong working knowledge of parliamentary law, procedure, and protocol.
3. Skill Requirements
 - A. Exhibits leadership qualities of adaptability, dependability, and accountability.
 - B. Skill in collaborative and inclusive leadership skills, effective communication, demonstrated commitment to diversity, attention to detail, and meticulous recordkeeping.
 - C. Skill in the use of computers and other electronic devices along with their application software.
 - D. Skill in accurate communication throughout the organization and externally using various media.
 - E. Skill in maintaining and enhancing professional relationships and providing effective customer service.
 - F. Skill in effectively managing multiple projects.
4. Ability Requirements
 - A. Ability to expertly understand and apply the full range of modern principles and best practices specific to City government codification, archival recordkeeping, Minnesota Data Practices Statutes, City policies, and Open Meeting laws.
 - B. Expert understanding and application of election laws, regulations, and industry best practices, voter registration procedures, and voting systems and technology.
 - C. Ability to provide effective leadership of the division, galvanizing employees around a shared vision and mission.
 - D. Ability to facilitate group problem-solving, manage conflict, and negotiate positive outcomes.
 - E. Ability to analyze and evaluate widely varied and complex situations and issues.
 - F. Ability to consistently and independently prioritize one's own work and the work of others, including scheduling, assigning staff, and securing resources.

- G. Ability to develop policies, procedures, and operating standards governing the activities of department employees and demonstrates an ability to ensure that employees follow such policies, procedures, and standards.
 - H. Ability to expertly plan and manage multiple projects that have the highest level of Citywide and/or community impact and may have changing priorities.
 - I. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
 - J. Ability to maintain confidential information.
 - K. Ability to use good judgment in decision making.
 - L. Demonstrates a respect for and commitment to identify and meet diverse customer needs and to continuously improve customer service.
5. Physical Ability Requirements
- A. Ability to transport oneself to, from, and around work sites of projects, tests, and other assignments.
 - B. Ability to work for long periods while seated at a desk.
 - C. Ability to talk and hear to exchange information.
 - D. Ability to occasionally stoop, kneel, crouch, and reach to file information.
 - E. Ability to occasionally lift and carry items such as reports and paperwork weighing up to 25 pounds.
 - F. Ability to attend work on a regular basis.

HR: HD	Union: Supervisory	EEOC: Admin/Finance	CSB: N/A	Class No: 1323
WC: 8810	Pay: 1115-1130	EEOF: Officials/Administrators	CC:	Resolution: