

## **City Clerk**

### **SUMMARY/PURPOSE**

Responsible for the strategic direction and leadership oversight of the overall operation of the Office of the City Clerk; oversight of City Council administrative support; budget preparation and management; personnel supervision; administrative fine appeals process, and serving as a staff liaison with various audiences. Serve as a professional liaison between the City Council, City departments, and the citizens. Serve as a chief spokesperson, communicating with the general public and community representatives. Serve as the City's Authority and Compliance Official for the Minnesota Data Practices Act.

### **SUPERVISION RECEIVED**

The supervisor provides administrative direction with assignments in terms of broadly defined missions or functions. Incumbents have responsibility for planning, designing, and carrying out programs, projects, studies, or other work independently.

### **SUPERVISION GIVEN**

Does have supervisory responsibility, typically for employees with little discretion. Makes decisions and/or recommendations about hire, termination, pay, and performance.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Perform all charter, statutory and constitutional duties of the City Clerk.
2. Oversight of City Council administrative support, including but not limited to equipping the City Council with the resources, systems, and support necessary to properly and effectively discharge their official duties.
3. Record, file, index, preserve, and publish City Council ordinances and proceedings in accordance with applicable law and policy.
4. Record in full, uniformly, and permanently, all ordinances and authenticate the same.
5. Supervise the official publication of all ordinances designated by the City Council and such other official notices as may be his/her responsibility to do so.
6. Develop and administer the budget for the City Clerk's office.
7. Assist Administration and all City staff liaisons to equip City boards and commissions to properly and effectively discharge their official duties, including the notification of impending term expirations of a member of any board or commission.
8. Serve as the City's election official by ensuring compliance with state laws related to municipal elections.
9. Coordinate the redistricting process including securing all polling locations throughout the City.
10. Oversee the Clerk's permitting and licensing process and serve as the official issuer of all permits and licenses except those which are required otherwise to be issued by a particular department or office.
11. Serve as the custodian of the official seal of the City.
12. Develop and implement records management policies/procedures to ensure the maintenance and custody of official records and archives of the City including ordinances, resolutions, contracts, agreements, deeds, insurance documents and minutes.
13. Conduct Council Board & Commission training for City staff liaisons as needed.
14. Administer oaths of office for the City.
15. 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).
16. Manage employee performance, and provide training, coaching, and mentoring for employees.
17. Provide clear, sufficient, and timely direction and information to the employees about plans, expectations, tasks, and activities.

18. Demonstrate highly-effective leadership by promoting and supporting the mission and vision of the organization, recognizing and defining issues, and taking initiative towards improvements.
19. Recommend the hire, transfer, assignment, promotion, employee grievance resolution, discipline, suspension, or discharge of assigned personnel.
20. Provide for ongoing training of employees in emerging methods, trends, technologies, and proper and safe work methods and procedures.
21. Coordinate with various City departments, other government agencies, and community groups to develop methods of sharing resources, minimizing duplication, and simplifying procedures.
22. Establish and maintain positive working relationship with the employees by maintaining two-way communication, producing consistent results, advocating for the team when appropriate, and offering expertise to improve processes, systems, and the organization.
23. 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 are representative of the knowledge, skills, and abilities required.

#### 1. Education & Experience Requirements

- A. Bachelor's Degree in Public Administration, Law, Management, Communications, or a related professional field, and four (4) years of progressively responsible professional-level experience; OR a minimum of eight (8) years of related education and/or full-time, verifiable professional experience to include at least four years of increasingly responsible managerial leadership or administrative experience, preferably in municipal government.
- B. Two years of experience in a supervisory/lead position of similar complexity and level of responsibility, preferred.

#### 2. License Requirements

- A. Possess and maintain a valid Minnesota Class D driver's license or privilege.

#### 3. Knowledge Requirements

- A. Strong knowledge of principles of public administration, structure and functions of municipal government, and legislative political processes.
- B. Strong working knowledge of parliamentary law, procedure, and protocol.
- C. Knowledge of application of election laws, regulations, and industry best practices, voter registration procedures, and voting systems and technology.
- D. Knowledge of problem-solving and conflict-resolution techniques.
- E. Knowledge of applicable safety requirements.
- F. Knowledge of, or the ability to learn, City policies and procedures.
- G. Knowledge of federal, state, and local laws, statutes, regulations, codes, and standards related to the area of responsibility.
- H. Knowledge of effective leadership and personnel practices.
- I. Knowledge of business and management principles involved in strategic planning, resource allocation, human resources practices, leadership technique, and coordination of people and resources.
- J. Knowledge of budgetary, and management principles, practices, and procedures.
- K. Knowledge of the structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

#### 4. Skill Requirements

- A. Skill in collaborative and inclusive leadership skills, effective communication, demonstrated commitment to diversity, attention to detail, and meticulous recordkeeping.
- B. Skill in accurate communication throughout the organization and externally using various media.

- C. Skill in maintaining and enhancing professional relationships and providing effective customer service.
  - D. Skill in effectively managing multiple projects.
  - E. Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.
  - F. Skill in managing one's own time and the time of others.
  - G. Skill in completing assignments accurately and with attention to detail.
  - H. Skill in mediation and dispute resolution.
  - I. Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
  - J. Skill in motivating, developing, and leading people.
5. 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. Ability to provide effective leadership of the division, galvanizing employees around a shared vision and mission.
  - C. Ability to facilitate group problem-solving, manage conflict, and negotiate positive outcomes.
  - D. Ability to develop policies, procedures, and operating standards governing the activities of department employees and demonstrate an ability to ensure that employees follow such policies, procedures, and standards.
  - E. Ability to expertly plan and manage multiple projects that have the highest level of Citywide and/or community impact and may have changing priorities.
  - F. Ability to demonstrate a respect for and commitment to identify and meet diverse customer needs and to continuously improve customer service.
  - G. 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.
  - H. Ability to communicate and interact effectively with members of the public.
  - I. Ability to communicate effectively both orally and in writing.
  - J. Ability to recognize, analyze, and problem-solve a variety of situations.
  - K. Ability to consistently and independently prioritize one's own work and the work of others, including scheduling, assigning staff, and securing resources.
  - L. Ability to handle difficult and stressful situations with professional composure.
  - M. Ability to establish goals and objectives.
  - N. Ability to set expectations and provide training in safe and proper work methods, development, and coaching for employees.
  - O. Ability to interpret and apply laws, contracts, regulations, policies, and procedures.
  - P. Ability to manage a budget and work within the constraints of that budget.
  - Q. Ability to enforce safety rules and regulations.
  - R. Ability to maintain confidential information.
  - S. Ability to demonstrate dependability, responsibility, and consistency in job performance.
  - T. Ability to exercise sound judgment in making critical decisions.
  - U. Ability to analyze, organize, and prioritize work while meeting multiple deadlines.
  - V. Exhibits leadership qualities of dependability and accountability.
  - W. Ability to attend work as scheduled and/or required.

Physical Demands

The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking, standing, bending; carrying of light items such as papers, books, small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work Environment

The work environment involves everyday risks or discomforts requiring normal safety precautions typical of places such as offices, meeting and training rooms, libraries, and residences or commercial vehicles (e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc.). The work area is adequately lighted, heated, and ventilated.

HR: HD	Union: Supervisory	EEOC: Admin/Finance	CSB:	Class No: 1323
WC: 8810	Pay: 50	EEOF: Officials/Administrators	CC:	Resolution:
FLSA Exemption Type: Executive [CEO, CFO, Managers, Supervisors, Employees in Decision-Making Roles]				

## City Clerk

### SUMMARY/PURPOSE

~~Provide Responsible for the strategic direction and leadership and management for the oversight of the overall operation of the Office of the City of Duluth Clerk function. Provides planning and; oversight of City Council administrative direction for the City Clerk responsibilities. Serves support; budget preparation and management; personnel supervision; administrative fine appeals process, and serving as a staff liaison with various audiences. Serve~~ as a professional liaison between the City Council, City departments, and the citizens. ~~Serves~~ Serve as a chief spokesperson, communicating with the general public and community representatives. ~~Serves~~ Serve as the City's Authority and Compliance Official for the Minnesota Data Practices Act.

### SUPERVISION RECEIVED

The supervisor provides administrative direction with assignments in terms of broadly defined missions or functions. Incumbents have responsibility for planning, designing, and carrying out programs, projects, studies, or other work independently.

### SUPERVISION GIVEN

Does have supervisory responsibility, typically for employees with little discretion. Makes decisions and/or recommendations about hire, termination, pay, and performance.

### 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.~~
- ~~1. Equip~~ Perform all charter, statutory and constitutional duties of the City Clerk.
- ~~4.2. Oversight of City Council administrative support, including but not limited to equipping the City Council with the resources, systems, and support necessary to properly and effectively discharge their official duties.~~
- ~~2. Help other city staff to equip city boards and commissions to properly and effectively discharge their official duties.~~
- ~~2.3. Record, file, index, preserve, and publish City Council ordinances and proceedings in accordance with applicable law and policy.~~
- ~~3.4. Record in full, uniformly, and permanently, all ordinances and authenticate the same.~~
- ~~4.5. Supervise the official 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.~~
- ~~6. Supervise elections~~ Develop and keep administer the budget for the City Clerk's office.
- ~~7. Assist Administration and maintain all City staff liaisons to equip City boards and commissions to properly and effectively discharge their official duties, including the notification of impending term expirations of a member of any board or commission.~~
- ~~5.8. Serve as the City's election records and have custody of all property used in connection official by ensuring compliance with state laws related to municipal elections.~~
- ~~9. Issue~~ Coordinate the redistricting process including securing all polling locations throughout the City.
- ~~6.10. Oversee the Clerk's permitting and licensing process and serve as the official issuer of all permits and licenses except those which are required otherwise to be issued by a particular department or office.~~
- ~~7.11. 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~~ Serve as the custodian of the official seal of the City.
- ~~3. Research educational outreach strategies to inform~~ Develop and engage voters and encourage voting.

4. ~~Lead and direct citywide~~implement records management program in a manner that complies with applicable law and policy and ~~support~~policies/procedures to ensure the effective administration~~maintenance and custody of official records and archives~~ of the City.
- 8-12. ~~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~~ordinances, resolutions, contracts, agreements, deeds, insurance documents and minutes.
5. ~~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.~~
6. ~~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.~~
13. Conduct Council Board & Commission training for City staff liaisons as needed.
14. Administer oaths of office for the City.
15. 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).
- 9-16. Manage employee performance, and provide training, coaching, and mentoring for employees.
- 10-17. Provide clear, sufficient, and timely direction and information to the employees about plans, expectations, tasks, and activities.
- 11-18. Demonstrate highly-effective leadership by promoting and supporting the mission and vision of the organization, recognizing and defining issues, and taking initiative towards improvements.
- 12-19. Oversee~~Recommend~~ the hire, transfer, assignment, promotion, employee grievance resolution, discipline, suspension, or discharge of assigned personnel.
- 13-20. Provide for ongoing training of employees in emerging methods, trends, and technologies, and proper and safe work methods and procedures.
21. Coordinate with various City departments, other government agencies, and community groups to develop methods of sharing resources, minimizing duplication, and simplifying procedures.
- 14-22. Establish and maintain positive working relationship with the employees by maintaining two-way communicationscommunication, producing consistent results, advocating for the team when appropriate, and offering their expertise to improve processes, systems, and the organization.
7. ~~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).~~
- 15-23. 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~~Bachelor's Degree in Public Administration, Law, Management, Communications, or a related professional field, and four (4) years of progressively responsible professional-level experience; OR
  - A. ~~Combination a minimum of verifiable eight (8) years of related~~ education and/or full-time, verifiable professional experience ~~equal to eight (8) years~~include at least four years of increasingly responsible managerial leadership or administrative experience, preferably in municipal government.
  - B. Two years of experience in a supervisory/lead position of similar complexity and level of responsibility, preferred.

2. License Requirements

- A. Possess and maintain a valid Minnesota Class D driver's license or privilege.

2.3. 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. A. Strong knowledge of principles of public administration, structure and functions of municipal government, and legislative political processes.~~  
~~D. B. Strong working knowledge of parliamentary law, procedure, and protocol.~~  
C. Knowledge of application of election laws, regulations, and industry best practices, voter registration procedures, and voting systems and technology.  
D. Knowledge of problem-solving and conflict-resolution techniques.  
E. Knowledge of applicable safety requirements.  
F. Knowledge of, or the ability to learn, City policies and procedures.  
G. Knowledge of federal, state, and local laws, statutes, regulations, codes, and standards related to the area of responsibility.  
H. Knowledge of effective leadership and personnel practices.  
I. Knowledge of business and management principles involved in strategic planning, resource allocation, human resources practices, leadership technique, and coordination of people and resources.  
J. Knowledge of budgetary, and management principles, practices, and procedures.  
K. Knowledge of the structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

3.4. Skill Requirements

- ~~A. Exhibits leadership qualities of adaptability, dependability, and accountability.~~  
~~A. Skill in collaborative and inclusive leadership skills, effective communication, demonstrated commitment to diversity, attention to detail, and meticulous recordkeeping.~~  
~~B. Skill in the use of computers and other electronic devices along with their application software.~~  
~~B. Skill in accurate communication throughout the organization and externally using various media.~~  
~~C. Skill in maintaining and enhancing professional relationships and providing effective customer service.~~  
~~D. Skill in effectively managing multiple projects.~~  
E. Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.  
F. Skill in managing one's own time and the time of others.  
G. Skill in completing assignments accurately and with attention to detail.  
H. Skill in mediation and dispute resolution.  
I. Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.  
J. Skill in motivating, developing, and leading people.

4.5. 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.~~  
~~A. Expert understanding and application of election laws, regulations, and industry best practices, voter registration procedures, and voting systems and technology.~~

- B. Ability to provide effective leadership of the division, galvanizing employees around a shared vision and mission.
- C. Ability to facilitate group problem-solving, manage conflict, and negotiate positive outcomes.
- ~~B. Ability to analyze and evaluate widely varied and complex situations and issues.~~
- ~~C. Ability to consistently and independently prioritize one's own work and the work of others, including scheduling, assigning staff, and securing resources.~~
- D. Ability to develop policies, procedures, and operating standards governing the activities of department employees and ~~demonstrates~~demonstrate an ability to ensure that employees follow such policies, procedures, and standards.
- E. Ability to expertly plan and manage multiple projects that have the highest level of Citywide and/or community impact and may have changing priorities.
- ~~F. Ability to demonstrate a respect for and commitment to identify and meet diverse customer needs and to continuously improve customer service.~~
- F.G. 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.
- H. Ability to communicate and interact effectively with members of the public.
- I. Ability to communicate effectively both orally and in writing.
- J. Ability to recognize, analyze, and problem-solve a variety of situations.
- K. Ability to consistently and independently prioritize one's own work and the work of others, including scheduling, assigning staff, and securing resources.
- L. Ability to handle difficult and stressful situations with professional composure.
- M. Ability to establish goals and objectives.
- N. Ability to set expectations and provide training in safe and proper work methods, development, and coaching for employees.
- O. Ability to interpret and apply laws, contracts, regulations, policies, and procedures.
- P. Ability to manage a budget and work within the constraints of that budget.
- Q. Ability to enforce safety rules and regulations.
- ~~G-R. Ability to maintain confidential information.~~
- S. Ability to ~~use good~~ demonstrate dependability, responsibility, and consistency in job performance.
- ~~H-T. Ability to exercise sound judgment in decision-making critical decisions.~~
- ~~D. Demonstrates a respect for and commitment to identify and meet diverse customer needs and to continuously improve customer service.~~
- U. Ability to analyze, organize, and prioritize work while meeting multiple deadlines.
- V. Exhibits leadership qualities of dependability and accountability.
- W. Ability to attend work as scheduled and/or required.

#### Physical Ability Requirements Demands

- ~~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.~~



The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking, standing, bending; carrying of light items such as papers, books, small parts; driving an automobile, etc. No special physical demands are required to perform the work.

#### Work Environment

The work environment involves everyday risks or discomforts requiring normal safety precautions typical of places such as offices, meeting and training rooms, libraries, and residences or commercial vehicles (e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc.). The work area is adequately lighted, heated, and ventilated.

HR: <del>D</del> H	Union: Supervisory	EEOC: Admin/Finance	CSB: N/A	Class No: 1323
WC: 8810	Pay: <del>1130</del> 1115	EEOF: Officials/Administrators	CC: <del>03/2</del> 6/2018	Resolution: <del>18</del> 0257R
FLSA Exemption Type: (Pick One) Administrative [HR, Accounting, Finance, Payroll, Legal, PR, Compliance, etc.], Executive [CEO, CFO, Managers, Supervisors, Employees in Decision-Making Roles]				