

Resolution/Ordinance Cover Memo

Council Agenda Item: 25-0827R

Meeting Date: 10/27/2025

Subject/Title: Assistant City Clerk

Submitted By: Amber Royer Henderson

Recommendation: Approve

Board/Commission/Committee Recommendation: Approved by Civil Service on 10/07/2025

Previous Council Action: Approved by City Council on 05/13/2013 as Resolution 13-0251R

Background:

The Assistant City Clerk was last revised in May 2013. The purpose of this position is to assist in managing operations in the City Clerk's office and to provide support to assigned boards and commissions including the City Council, managing assigned elections, advising citywide on data retention and records management, managing the licensing system of the City, and providing support citywide for mail and copying services. The primary changes to the job description were made to reflect current duties of the position since they have evolved over time and to incorporate standard language that is included in all job descriptions based on level of responsibility.

Budget/Fiscal Impact: Budgeted for current year

Options: N/A

Necessary Action: Approve

Attachments:

- Exhibit A: Resolution Cover Memo
- Exhibit B: Assistant City Clerk (Revised) Job Description

