City of Duluth

411 West First Street
Duluth, Minnesota 55802

Legislation Details (With Text)

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Title: RESOLUTION APPROVING JOB SPECIFICATIONS FOR THE APPOINTED POSITION OF CITY CLERK, AND SPECIFYING CONTRACT BENEFITS FOR SAME.

Sponsors:

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Date	Ver.	Action By	Action	Result
3/26/2018	1	City Council	adopted	

RESOLUTION APPROVING JOB SPECIFICATIONS FOR THE APPOINTED POSITION OF CITY CLERK, AND SPECIFYING CONTRACT BENEFITS FOR SAME.

CITY PROPOSAL:
RESOLVED, that the job specifications for the appointed position of city clerk, are approved; that said appointed position shall be subject to the city's collective bargaining agreement with its supervisory unit employees; and that pay range for said appointed position shall be Range 1115-1130, $6,365 to $8,212 (2017 rates) per month. The proper city officials are authorized to execute and implement an agreement with the union to provide for employing one unit member consistent with this resolution.

STATEMENT OF PURPOSE: The city clerk job description has been created considering duties and responsibilities listed within the City of Duluth's Legislative Code Chapter 2 (Administration), Article 2, Section 2-2 (d) as follows: The city clerk shall be responsible for the recording, filing, indexing and safekeeping of all proceedings of the council; record in full, uniformly and permanently, all ordinances and authenticate the same; 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 so do; supervise elections and keep and maintain all election records and have custody of all property used in connection with elections; issue all permits and licenses except those which are required otherwise to be issued by a particular department or office; 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. The pay range for this position shall be Range 1115-1130, $6,365 to $8,212 (2017 rates) per month.

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