

## **City of Gustavus City Clerk Position Description**

**Title:** City Clerk

### **Regular Full-time Position**

The City Clerk position is a regular full-time, non-exempt, hourly position. The Clerk is expected to work 40 hours per week and to attend all City Council work sessions, general meetings and special meetings when requested.

**Supervisor:** Mayor and Gustavus City Council

**Wage Range:** Depending on qualifications and experience

**Summary:** The City Clerk administers democratic processes, such as elections, access to city records, and all legislative actions, ensuring transparency to the public. This position is appointed by the Council and serves at the pleasure of the Council.

### **City Clerk Essential Duties and Responsibilities:**

- Develops, recommends and implements policies and procedures for administration for city democratic processes;
- Ensures compliance with notices and other requirements for public meetings;
- Prepares and publishes meeting agendas and meeting packets as required;
- Posts notices of Council meetings, resolutions, published ordinance, ordinance for adoption and other public documents in the community;
- Manages municipal records, as outlined in ordinance;
- Ensures public records are available for inspection, as required and allowed by law;
- Attends meetings of the Council, as required, and keep action minutes;
- Maintains custody of the official City Seal;
- Administers City Records Retention Schedule;
- Acts as the parliamentarian to the Council;
- Maintains an indexed file of all permanent municipal records, and authenticates or certifies records, as necessary;
- Provides for the codification of ordinances utilizing the Municode system;
- Acts as the designated election supervisor for the City, administers all municipal elections, and ensures municipal compliance with the Voting Rights Act of 1965;
- Administers oaths, affirmations and acknowledgements, as necessary
- Acts as Gustavus Volunteer Fire Department Administrator:
  1. Develops and maintains necessary records and other controls over grants, annual budget, inventories, maintenance records, etc. supported with updated information received from Fire Chief.
  2. Develops and maintains department members' training records supported with updated information received from Fire Chief.

3. Coordinates the submission of reports to the state using Aurora and NFIRS or currently adopted system.
  4. Compiles run-sheets and submits information to ambulance billing service for reimbursement for GVFD service.
  5. Is appointed by Mayor to serve as HIPAA Compliance officer for the GVFD.
  6. Submits quarterly report to the Council.
- Covers essential financial duties in the absence of the City Treasurer;
  - Updates City webpage;
  - Maintains commission as a notary public;
  - Performs other duties, as specified in Alaska Statutes and Gustavus Municipal Code, or as may be requested by the Mayor and/or Council.

### **Required Minimum Qualifications - Education and Experience**

- Graduation from high school or GED equivalent. College courses in accounting and public administration preferred;
- Three years' experience in accounting, including computer-based accounting;
- Five years of secretarial, office management or administrative experience. Municipal experience preferred;
- Holds or promptly obtains a valid Alaska driver's license;

### **Desirable Qualifications**

- Needs to be able to achieve Certified Municipal Clerk (CMC) certification within three years.

### **Knowledge, Skills and Abilities**

- Strong organizational skills;
- Strong communication skills, including the ability to communicate verbally and in writing, at times regarding confidential and/or sensitive material;
- Strong computer skills, with demonstrated proficiency in word processing and spreadsheet programs, including MS-Word, MS-Excel, MS-Publisher, and QuickBooks;
- Strong writing skills, including knowledge of grammar, spelling, punctuation, and business-style and government-style writing;
- Knowledge of office practices and procedures;
- Ability to interpret, apply, consolidate, and prioritize information;
- Ability to record and provide to the Council the action minutes of official City Council meetings;
- Ability to maintain effective working relationships with and communication with the City Council, City employees, State and Federal officials, and the public;
- Knowledge of municipal government operations;
- Knowledge of municipal government laws and regulations, preferably in Alaska;
- Experience in coordinating with local, state, and federal government agencies;
- Ability to sit and use hands to operate a computer keyboard or equipment controls, and to talk and to hear;
- Ability to reach with hands and arms;
- Ability to lift and/or move up to twenty-five pounds;
- Clear close and distance vision.

**Notice:**

**CoG 3.04.02 (d) (2)**

*An Employee shall conduct City work only within the City of Gustavus, unless an employee is on an authorized business trip.*

*The examples of duties and responsibilities included in this position description are intended only as illustrations of the various types of work typically performed. The omission of specific statements of duties and responsibilities does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

*This position description does not constitute an employment agreement between the City of Gustavus and an applicant for the position or an employee holding the position. The position description is subject to change by the City of Gustavus, in its sole discretion, as the needs of the City and requirements of the position change.*