CITY OF CEDAR RAPIDS POSITION PROFILE	**JOB CODE #/TITLE:** CN005 City Clerk
POSITION #/TITLE: 0218 City Clerk	**Adopted:** 04-13 **Revised:**

POSITION DESCRIPTION

Dept: Clerk	**Manager Level:** Director
Salary Plan/Description: Unclassified	**Salary Grade:** Unclassified
Reports To Position #/Job Code #/JC Title: Mayor & City Council	**Dotted-line Reports To Position #/Job Code #/JC Title:**
FLSA Status: Exempt	**City Overtime Status (Employee Type):** Exempt (Salaried)
Physical Demand Rating: Sedentary	**Work Environment:** Controlled
Pre-employment Testing: Drug and health screening after contingent offer.	**Position Testing:** Job fit assessment
Personal Protective Equipment: None	

General Statement of Duties

Directs and manages the City Clerk's Office program and administrative activities; performs related work as required.

Distinguishing Features of the Class

Extensive leeway is granted for the exercise of independent judgment and initiative. Supervision is exercised over the work of all City Clerk staff.

Examples of Essential Work (Illustrative Only)

Plans, organizes and directs the activities of the City Clerk's Office and provision of administrative support to the City Council's ordinances, resolutions, contracts and public meeting activities;
Serves as custodian of official City records and public documents; retrieves public records for the general public and City staff; provides information on ordinances, resolutions and policies; provides copies of records; attests and certifies official documents and copies;
Coordinates the preparation of the City Council meeting agendas and corresponding document packets;
Coordinates the official notification to the public regarding City Council meetings;
Attends City Council meetings and maintains a record of votes; coordinates preparation of official minutes of Council activities; processes official documents related to Council activities;
Receives all correspondence addressed to the City Council and all other materials and documents requiring City Council approval and adoption;
Manages the work, project and personnel activities of the City Clerk's Office;
Directs the strategic planning, policy development and data collection and reporting activities of the department;
Prepares and administers departmental budget;
Authorizes purchasing decisions for the Department;
Directs the development of plans, programs and projects relating to official duties and projects;
Supervises the preparation and issuance of licenses for taxicab drivers and companies, beer/liquor permits, cigarette licenses and all City licenses and permits, including special events;
Develops and delivers reports and presentations to the City Council and public groups concerning policies, projects and licensing issues;
Receives legal service (legal documents such as lawsuits, etc. accepted by the City Clerk on behalf of the City);

Oversees the recording of various documents including resolutions, ordinances, deeds, contracts and agreements;
Oversees the filing of document with the appropriate County or State Agency;
Oversees the publication of legal notices, ordinances and City Council minutes;
Oversees the codification of ordinances into the Municipal Code;
Answers questions and provides information to the City Council, City staff and the general public; responds to citizen inquiries and complaints. Oversees archival projects in the department;
Develops and maintains electronic and hard copy files to access information and provide reports and research for the public and Council;
Serves as Branch office for voter registration, assists with election procedures and nomination papers for City Council candidates;
Oversees the filing of necessary documents with the appropriate County or State Agency;
Reviews and analyzes methods, equipment used and performance to find ways of increasing effectiveness, improving results, or effecting economies in operation and administrative support activities;
Inspects projects and problematic situations to determine what work is needed and how it best may be accomplished;
Manages receipt, preparation and retention of all official public documents, bids, bonds and special assessments;
Serves as department spokesperson and news media liaison;
Attends meetings, conferences and workshops;
Performs all work duties and activities in accordance with City policies, procedures and safety practices;
Attends work regularly at the designated place and time;
Supports continuous process improvement initiatives;
Performs related work as required.

Required Knowledge and Abilities

Comprehensive knowledge of office administration principles and practices, including strategic planning, budgeting and personnel administration;
Comprehensive knowledge of State laws, rules and regulations for the development of City resolutions, ordinances and codes;
Comprehensive knowledge of State laws, rules and regulations for public meetings, notifications and proceedings;
Comprehensive knowledge of record management, retention and disposal;
Ability to read and interpret laws, resolutions, ordinances, code, licensure specifications and contracts;
Ability to train, assign, motivate, supervise and evaluate the work of others;
Ability to communicate effectively and maintain working relationships with other City employees, supervisory personnel, state and local elected officials, business owners and the public both orally and in writing, using both technical and non-technical language;
Ability to prepare accurate and reliable reports containing legal terminology, licensure requirements and personnel findings, conclusions, recommendations;
Ability to record and transcribe minutes and meetings containing engineering, legal, personnel and business terminology;
Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities;
Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Graduation from an accredited college or university with a Bachelor's Degree in public administration, business administration, or other related field; <u>and</u>
Extensive experience as a City Clerk, preferably in Iowa; <u>or</u>

Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Required Special Qualifications

None

Essential Physical Abilities

Requires the following with or without reasonable accommodation:
Sufficient clarity of speech and hearing, which permits the employee to communicate effectively;
Sufficient vision, which permits the employee to inspect licensure requirements and determinations, election documentation and resolutions, and ordinance and municipal code development;
Sufficient manual dexterity, which permits the employee to operate computer input equipment and tape dictation and transcription equipment;
Sufficient personal mobility, which permits the employee to monitor City Council meetings and office operations.