



www.cityofseldovia.com

P.O. Drawer B Seldovia, Alaska 99663 Phone: (907) 234-7643, Fax: (907) 234-7430 email: citymanager@cityofseldovia.com

Job Title: City Clerk

Job Type: At-Will, Full-time, Hourly with Health Insurance, PERS (Public Employees Retirement System), Paid Time Off, overtime as approved

Reports to: City Manager

Hourly Rate: \$21.25- \$25.50 DOE

General Functions:

The City Clerk performs a variety of skilled, technical, and responsible administrative support functions to the City Council, City Manager, and other City Staff as assigned. Areas of responsibility include administration of legislative functions, elections, appeals, records management and those duties as set forth in Alaska Statutes 29.20.380, city municipal code, ordinances, and policies.

The City Clerk attends the meetings of the governing body, keeps record of the meeting, provides for codification of ordinances, preserves the legislative history of the City, has custody of the official municipal seal, and assures that public records are available for inspection as required by the Freedom of Information Act. Additionally, the Clerk is responsible for administering all City elections, maintaining the Records Management System for the City, administering the City cemetery records, and acting as the parliamentary advisor to the governing body.

Job Functions and Major Activities:

City Clerk

- Attend meetings of the governing body and its boards and committees as required and keep minutes of the meeting.
- Have custody of the official municipal seal.
- Assure that notice and other requirements for public meetings are complied with and assure that public records are available for public inspection as required by law.
- Manage municipal records and develop retention schedules and procedures for inventory, storage, and destruction of records as necessary.
- Maintain an indexed file of all permanent municipal records, provide for codification of ordinances, and authenticate or certify records as necessary.
- Prepare agendas and agenda packets as required by the governing body.
- Prepare legislation including ordinances and resolutions for the city council and city manager.
- Administer all municipal elections.
- Assure that the municipality complies with 42 U.S.C. 1971-1974 (Voting Rights Act of 1965, as amended).
- Take oaths, affirmations, and acknowledgements as necessary.
- Act as the parliamentary advisor to the governing body.
- Update, review, and track City administrative permits; firewood harvest, special event, dog licenses, etc.
- Assist in the review of all building/development permits and documents associated with planning, zoning, and development while additionally supporting Planning Commissioner inquiries and requests for assistance and information.
- Maintain the City website and Facebook account; Promote and market activities and services such as the City's harbor and docks, available leases, and economic development opportunities.
- Other duties as assigned.

Skills, Knowledge, and Abilities:

Ability to research, plan and mobilize resources. Work requires continual attention to detail in composing, typing, data entry and proofing materials, establishing priorities and meeting deadlines, and multitasking. Able to operate such general office machines such as personal computer, fax and photocopier. This individual should have excellent typing skills and extensive knowledge of computer software applications that includes word processing, spreadsheets, database and presentation software (MSWord, Excel, and Power Point). The incumbent must have a high level of interpersonal skills to handle sensitive and confidential situations. The position continually requires demonstrated poise, tact and diplomacy. Ability to speak for and represent the City Manager/City as directed. Must be able to work in a fast-paced environment with demonstrated ability to juggle multiple competing tasks and demands. Ability to interact with City department heads and other Public Officials.

Decision-making Responsibilities/Authority:

The employee’s primary duty includes the routine exercise of discretion and independent judgment with respect to matters of significance to the City, including: external communications, problem solving, preparing for and following up on City Council meetings, administering elections, and managing city records. Employee’s work is largely intellectual, contains some clerical elements, and work is directly related to the management and general administration of the City and its governmental responsibilities.

Supervisory Authority:

None.

External Visibility/Contact:

High frequency of contact with the public and news media and with other employees seeking information and assistance pertaining to the functions of the City Manager's office and other City functions. Extensive frequency of contact with government officials and presentation and attendance at public meetings. Regular frequency of contact with key service personnel.

Working Conditions:

Office environment. May be required to travel for meetings and will be required to attend evening meetings as assigned. Low frequency of exposure to hazardous working conditions in dealing with irate members of the public. While performing the duties of this job, employee will frequently be required to use hands and fingers dexterously to operate office equipment, will be required to communicate orally, regularly required to sit, stand, walk, occasionally required to stoop, kneel, or crouch and reach with hands and arms and lift up to 25 pounds. Specific vision abilities required include close vision and ability to adjust focus.

*The City of Seldovia is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, national origin, color, sex, age, veteran status, or disability. It is our intention that all qualified applications be given equal opportunity and that selection decisions are based on job related factors.

I CERTIFY THAT I HAVE READ THIS JOB DESCRIPTION AND SPECIFICATION; IT HAS BEEN EXPLAINED TO ME. I UNDERSTAND AND ACCEPT THE EXPECTATIONS OF MY DUTIES AND RESPONSIBILITIES AS A CONDITION OF MY EMPLOYMENT AS STATED HEREIN.

Employee Signature

Date

City Manager Signature

Date