



CITY OF SEDALIA, MISSOURI

Job Description

Job Title:	CITY CLERK		
Department:	City Clerk		
Supervisor:	City Administrator		
Date:	February 2012	Position No.	CC/1
FLSA Status:	Exempt	Random Substance Testing:	N

Job Summary:

This position is responsible for maintaining and preserving official city records and directing all activities of the City Clerk's office.

Job Scope:

The purpose of this position is to provide administrative support to the department. Successful performance helps ensure the efficient operation of the department.

Essential Duties and Responsibilities:

1. Oversees and directs daily operations of the City Clerk's office; supervises personnel.
2. Maintains, preserves, and archives all city documents and records, including ordinances, resolutions, deeds, contracts, titles, bond documents, etc.
3. Protects and preserves the official seal of the City of Sedalia.
4. Attends all City Council and other meetings as directed; records and preserves meeting minutes.
5. Assists the City Administrator as needed; develops and updates city policies and procedures as directed.
6. Witnesses the Mayor's and/or City Administrator's signature on official city records; attests and affixes the City Seal.
7. Administers oath of office to elected officials, board members, police officers, and department heads.
8. Oversees and directs the preparation, distribution, website posting of all council calendars, council agenda materials and council work sessions.

9. Maintains city insurance policies: prepares bid specifications, files claims, communicates with adjusters, processes worker's compensation claims and coordinates medical services, processes worker's compensation invoices, and orders safety training DVD's programs for all city departments as requested.
10. Provides information to and resolves complaints from city residents. Conducts research and handles records requests per Missouri Sunshine Law.
11. Coordinates city elections: ensures that candidate filings are in order, verifies signatures on petitions, certifies notices of election to the County Clerk, and certifies special elections as directed by the City Council.
12. Maintains the Police and Fire Retirement Funds: reconciles monthly bank statements, prepares journal entries, processes invoices for payment, consults with investment agencies, processes retirement papers for Police and Fire employees, and coordinates monthly pension checks, oversees that all payments into the funds are accurate, and provides requested information to actuary companies and the State Joint Committee.
13. Maintains the Cemetery Perpetual Fund: reconciles monthly bank statements and invests funds in certificates of deposit.
14. Programs the city's telephone system; coordinates all changes.
15. Supervises the issuance of garage sale permits.
16. Supervises the microfilming of city documents and records.
17. Maintains the master inventory for all city departments; ensures that all buildings, contents, equipment, and vehicles are properly insured.
18. Oversees posting of all meeting notices in compliance with open meeting laws.
19. Responsible for advertising all legal notices and bid notices, opening bids, and preparing bid tabulation, and bid letters.
20. Develops and administers the annual department budget; verifies monthly bank account balances as prepared by the Finance Director.
21. Drafts ordinances and resolutions as directed; records adopted ordinances with Recorder of Deeds and submit for codification into the Sedalia Code of Ordinances; and distributes supplements as applicable
22. Interviews, selects, hires, and supervises department personnel.

23. Attends city clerk seminars and training seminars related to city business
24. Oversees all mail operations for the City. Incoming and outgoing.
25. Performs other related duties as assigned.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements does not exclude them from the position if the work is similar or related to the position.

Minimum Qualifications:

1. Bachelor's degree in business, public administration, or related field from an accredited college plus 3 years of managerial experience or
2. Associate's degree in business, public administration, or related field from an accredited college plus 5 years of managerial experience
3. Knowledge of municipal government practices preferred
4. Ability to be bonded
5. Ability to obtain a Municipal Clerks certification within 4 years of obtaining the position.
6. Missouri drivers license

Necessary Knowledge, Skills, and Abilities:

1. Knowledge of the principles and practices of public administration and municipal government.
2. Knowledge of state statutes, the city Code of Ordinances, state open meetings and records laws, city policies, and federal, state, and county guidelines and publications.
3. Knowledge of laws and regulations pertaining to insurance and worker's compensation.
4. Knowledge of state records retention schedules and procedures.
5. Knowledge of election laws and ethics guidelines.
6. Skill in operating a computer and standard office equipment.
7. Skill in oral and written communication.

Guidelines:

1. City codes and ordinances
2. City and department policies and procedures, state records retention manual, state statutes, state open meetings and records laws;
3. Guidelines require judgment, selection, and interpretation in application.

Complexity:

The work consists of varied administrative duties related to maintaining official records and serving as the city's election officer.

Principal Working Relationships:

1. Co-workers, elected officials, representatives of community agencies, other city employees, county officials, county government employees, representatives of other municipalities, insurance representatives, medical services representatives, service providers, and the general public.

Purpose of Contacts:

Contacts are typically to give or exchange information, provide services, resolve problems, motivate or influence persons, and clarify, justify, defend, negotiate, or settle matters.

Supervisory and Management Responsibility:

This position has direct supervision over Deputy City Clerk and part-time clerk's office personnel.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work is typically performed while sitting at a desk or table with intermittent standing or stooping. Some reaching and bending may be required. The employee occasionally lifts light and heavy objects, and may be required to distinguish between shades of color.

Work Environment:

The work is mostly sedentary and typically is performed in an office. Work may involve prolonged use of the telephone and personal computer. Evenings and weekends may be required.