



DATE: May 2, 2023

**CONSENT**

**TO:** Mayor and City Council

**FROM:** Kristina Handt, City Administrator

**AGENDA ITEM:** Approve City Clerk Job Description Update

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**BACKGROUND:**

Recommendations #4 and #5 in the Administration and Finance departments audit completed by Matrix last summer related to changes in the reporting structure and job description for the city clerk. With the addition of the Administrative Services Director, the City Clerk will now report to that position instead of the City Administrator. In addition, it was identified at that the clerk's office should take over the communication duties to free up the ASD to focus more on HR duties.

**ISSUE BEFORE COUNCIL:**

Should the Council approve the new job description for the City Clerk?

**PROPOSAL DETAILS/ANALYSIS:**

Language related to the communication duties shifting to the clerks' office was provided as part of the audit. That was shared with Baker Tilly when they did the classification and compensation study. The clerk's job description was reviewed and reformatted by Baker Tilly in order to properly place the position in the new compensation plan. A copy of the proposed job description is included in your packet.

**FISCAL IMPACT:**

NA

**OPTIONS:**

- 1) Approve the proposed City Clerk job description
- 2) Amend and then approve the City Clerk job description
- 3) Do not approve the above mentioned changes

**RECOMMENDATION:**

If removed from consent agenda:

***"Motion to approve the City Clerk job description as proposed."***

**ATTACHMENTS:**

- City Clerk Job Description

# City of Lake Elmo

**Job Title:** City Clerk

**Department:** Administration

**Status:** Full-time regular position

**Benefits:** Qualifies for full-time benefits

**Reporting Relationship:** Reports to ~~City Administrator~~Administrative Services Director

**Supervisory Duties:** ~~This position supervises Deputy Clerk, administrative assistants, and interns~~Supervision is exercised over assigned personnel

**Position Details:** The City Clerk performs ~~difficult work moderate to complex technical duties and responsibilities of the City Clerk~~ under the direction of the ~~City Administrator~~Administrative Services Director. This position is responsible for all statutory functions and legal requirements of the Office of City Clerk; serves as Clerk to the City Council; responsible for state and local elections, municipal licensing, records management, public notices, and serves as the City's Data Practices Responsible Authority. This position ~~serves as Deputy Treasurer for the City and~~ provides ~~administration~~ support to the City Administrator and Administrative Services Director. A primary function of this position is to develop and maintain positive relationships with staff, council, citizens, and other groups and agencies. Work is performed under limited supervision.

## **Clerk Duties:**

- ~~Responsible for processing accounts payable~~
- Responsible for Department filing and reporting
- Coordinate with Departments to ensure vouchers are properly coded and approved for payment and code invoices for vendors in area of responsibility
- Serves as Clerk to City Council: coordinates the recording of all meetings and official proceedings; supervises the preparation of minutes and other important documents of the City Council. Signs deeds, agreements and other official documents on behalf of the City

## **Election:**

- Accept affidavits of filing of city council candidates
- Obtain judges and supervise polls, preparation/posting/printing of notices/ballets/results.
- Preparation of canvassing of board report of election results
- Responsible for reporting results to County
- Coordinate and supervise any special joint election between the school district and City
- Stay abreast of any state election law change
- Organizes and administers absentee voting

## **Record Keeping:**

- Oversees the preparation and distribution of City Council packets and agendas

- Attends all City Council meetings
- Directs and manages official recordkeeping and notification requirements for the City, ensuring that all notices, ordinances, resolutions and other documents are posted, recorded, and published in accordance to law
- Develops and administers a comprehensive records management system
- Coordinate ~~with American Legal for the~~ -updating and maintaining of the City's online City Code

#### **Communications:**

- Supports communications function for the city through various multimedia platforms such as social media, website, e-newsletter, and other written forms of communication
- Manage and schedule cable casting staff
- ~~Back up for updates to the City's website, Facebook and weekly email newsletter~~
- Back up for administration front desk coverage
- ~~Back up for phones when busy to assist callers with setting up building inspections and other building department inquiries~~
- Coordinate with vendors for the repair and replacement of current equipment (computers, laptops, tablets, desk phones, cell phones and copiers)
- Responds to data request inquiries

#### **Finance:**

- Responsible for City licensing of liquor, animals, massage therapy, waste haulers, etc.

While these areas are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as a part of their role with the City.

### **Position Requirements**

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

- Demonstrates a working knowledge in public elections
- Demonstrates a working knowledge of records management and MN data practices
- Demonstrates a working knowledge of management of the City's legal documents
- Demonstrates a working knowledge of finance and budgeting methods, reporting and practices
- Demonstrates a working knowledge of advanced office practices, procedures, equipment and Microsoft Office
- Commitment to exceptional customer service and positive attitude
- Demonstrates a team player approach and high level of professionalism in assisting staff
- Demonstrates initiative in process improvement opportunities
- Ability to perform successfully with minimal supervision
- Ability to maintain effective and positive working relationships with staff and the public

**Education:** ~~two-year degree or associates degree in business, accounting, public administration, urban and regional studies or related field~~ Associate/Technical Degree

**Requirements:** ~~Minimum of five years'~~Considerable experience working in local government or an equivalent of work experience and education. Specific requirements for this job include:

- Minnesota Municipal Clerks Certification or the ability to acquire it within three years of employment
- Valid MN Driver's License

Process basic computers skills, including a good knowledge of and experience using:

- E-mail and Microsoft Outlook
- Web Browsing
- Basic Computer Mapping (Google Maps, Bing)
- Adobe PDF Viewer
- Microsoft Office Products

**Desired Qualifications:**

- Previous experience as a Municipal Clerk
- Knowledge of principles and practices of local government
- Knowledge of records management and MN data practices
- Knowledge and experience in the public elections process
- Experience in the fundamentals of finance and budgeting
- Initiative to look for continual improvement opportunities
- Ability to exercise independent judgement and discretion in decision-making
- Ability to effectively problem solve using analytical and strategic thinking
- Four-year degree in business, public administration, management or accounting

**Physical and Mental Requirements:** Positions in this job typically require: sitting, feeling, manual dexterity, grasping, talking, hearing, typing, and seeing. This position encounters unexpected and prolonged workdays and stress and pressure from dealing with emotional issues and conflicts. There is also sustained exposure to computer keyboards and video screens. This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move object.~~position is generally light duty and may require the exertion up to 20 pounds of force on occasion and the ability to lift, carry, push, pull and move objects. The individual may encounter unexpected and prolonged workdays and stress and pressure from dealing with emotional issues and conflicts.~~

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

**Working Conditions:** Most work is performed in an office setting

*\*\*The work environment characteristics described here are representative to those an employee encounters while performing essential functions of this job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.*

***Competencies Common to All City Positions:***

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable City policies and procedures
- Demonstration by personal example the spirit of service, excellence, and integrity expected from all staff.
- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.
- Confer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities.
- Represent the City of Lake Elmo in a professional manner to the general public, outside contacts and constituencies.