



City of Cloquet Job Description

POSITION: City Clerk
DEPARTMENT: Administration
REPORTS TO: City Administrator

SUMMARY

Plans, organizes, provides oversight to and participates in all City Clerk functions, including retaining custody of and maintaining the City's official records and history; coordinating the conduct of City Council and elections, ensures legal notification of various Council, commission and committee meetings, and prepares agenda materials and minutes for City Council meetings; maintains the permanent record relative to the City Code, meeting minutes, resolutions and ordinances; coordinates and processes liquor and business licenses; acts as a Notary Public, and records retention practices.

ESSENTIAL FUNCTIONS OF THE JOB

Prepares City Council agenda packets, including coordinating and reviewing agenda material, finalizing agendas and overseeing distribution of the packets

Performs follow-up activities resulting from Council Meetings, including transcribing and distributing minutes, ensuring that resolutions and ordinances are in proper format and notarized, tracking committee and commission actions and preparing letters of acceptance or rejection.

Serves as the City's Election Official, coordinating all aspects of the City's General and Special Elections and interfaces closely with the County Elections Department

Recruits election judges; notifies election judges of assignments; coordinates polling locations and prepares resolutions for council approval

Notarize, certify documents, and arrange for public notification of related documents. Serves as the custodian of the City seal; sign, seal and certify official City documents for City personnel and the public as requested.

Acts as primary custodian of the City's website

Prepares, issues and monitors business and liquor licenses including verifying licensing requirements; notifies applicants of license approval or denial; files necessary reports with state and federal offices

Coordinate with the Police Department on tobacco and alcohol compliance checks

Assists with the City's risk management program in terms of the files for processing claims against the City, insurance and accident reporting, and lawsuits

Attends classes or seminars related to the provision of the essential functions of the City Clerk position

Attends meetings, during the day and/or evening, as requested to record proceedings and prepare meeting minutes

Coordinates timely preparation of a wide variety of documents for City Council and various City Commissions & Boards, including confidential letters, reports, agendas, agenda packets, resolutions, minutes, and ordinances

Monitors the City's boards and commission members; notifies of pending term expirations; coordinates timely appointment/reappointment consideration and approval; manages the City's code of Ethics requirements

Administers the City-wide Records Management Program for official City records and archives; act as custodian of official, permanent records including minutes, ordinances, and resolutions; manages the City's Code providing for publication and distribution; ensures that all records are maintained in compliance with mandated requirements

Coordinate with Engineering to process legal notices and official files related to the special assessment of property for various public improvements and repairs

Performs general office duties including ordering and maintaining office supplies and provides support for other City operations

Provides back up support at service counter for receiving utility payments, building permits, etc., answers questions, taking and resolving complaints and directing customers to appropriate departments

Provides the City Administrator, Assistant City Administrator and Finance Director (Mayor and City Council as necessary) with clerical and administrative support

Manages City employees DOT and non-DOT drug screening program

Performs other duties as apparent or assigned

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

- Two-year certification/degree from college or technical school in related field of study
- Three years municipal office work experience
- Maintains membership in MCFOA
- Notary Public
- Minnesota Certified Municipal Clerk preferred

LANGUAGE SKILLS

- Strong communication skills and ability to communicate effectively with various departments, city officials, other employees and the general public
- Ability to prepare reports and correspondence
- Ability to read and interpret documents and procedure manuals

MATHEMATICAL SKILLS

- Ability to make arithmetic computations using whole numbers, fractions and decimals
- Ability to compute rates and percentages
- Ability to make correct change from cash payments

REASONING ABILITY

- Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form
- Ability to deal with problems involving several concrete variables in standardized situations

OTHER KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of office practices and procedures in performance of duties
- High level of knowledge and proficiency in use of computers including Microsoft Office (Word, Excel, Access, One Note), Publisher or Adobe
- Ability to communicate with the public, City Council, Commission members and staff and to interpret procedural requirements and scheduling needs
- Ability to determine priorities, work under pressure and maintain information flow to assist other staff members and the City Administrator in performance of their duties
- Ability to make administrative decisions in accordance with ordinances, policies and City regulations, and undertake appropriate action

- Ability to effectively operate and upkeep of all office equipment including copier, fax machine, telephone system, security systems, network printers, etc.
- General understanding of City operations and knowledge of departmental procedures
- Knowledge of state and federal election law
- Ability to work with and maintain a wide variety of confidential information
- Ability to visualize layouts and designs suitable for web pages and have working knowledge of Internet browsers and various web applications
- Demonstrated ability to create and work within a team environment
- Be an innovative thinker who can work in a fast paced, dynamic setting. Enhances a positive and efficient work environment through exemplary working habits and interpersonal skills.

PHYSICAL DEMANDS

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

While performing the duties of this job, the employee is regularly required to sit and use hands to finger, handle, or feel objects, tools, or controls. The employee is occasionally required to stand; walk; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear.

The employee must regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.