



Job Description

Job Title:	City Clerk	Job Grade:	190
Department/Group:	Administrative	Exempt Status:	Exempt
Reports To:	Assistant City Manager	Date Created:	January 2019

JOB SUMMARY

Carry out the statutory functions of the position and oversee the administration of council meetings, elections and municipal licensing. Process Data Requests and maintain records. Work involves City Council and public interaction.

PRIMARY JOB FUNCTIONS:

- City Council and Advisory Administration
 - Coordinate and prepare the council agenda packet for distribution. Attend, record and transcribe all Council meetings.
 - Type, maintain and finalize all permanent City Council meeting minutes, resolutions, ordinances and other records utilizing digital document imaging system.
 - Preparations for all City Council meetings and events, including preparing agendas, reports and materials, scheduling rooms, setting up, organizing food service, coordinating any decorations and/or program and cleanup.
 - Ensures compliance is being followed relating to public hearings, mailings and meeting notices for Planning Commission, EDA and all advisory committees.
- Licensing Administration
 - Process new and renewal licenses for liquor, tobacco, massage therapy, refuse hauler, gambling, and solicitor permits. Coordinate required background checks with the Police Department.
 - Prepare agenda reports and other required reports and forms as needed for submission to state for final approval.
 - Submit required documentation to appropriate state departments if required.
- Election Administration
 - Responsible for all election activities including hiring, training and scheduling election judges.
 - Perform required ballot and equipment testing before every election, maintain election equipment and supplies.
 - Prepare and file all required agenda reports and legal notices related to elections.
 - Prepare state and county documents required for precinct boundary changes and polling location changes. Ensure all polling locations are available, coordinate set up and take down of election polling place equipment for each election.
 - Conduct required public accuracy testing.
 - Coordinate all election day activities including supply pick up, election judge meal deliveries, troubleshoot polling place issues that come up, drop off of post- election supplies, ensure all election results have been transmitted.
 - Administer candidate filing affidavits, campaign finance report filings, and certification of filing.
- Records Administration
 - Manage records retention system for City and acts as primary administrator of Laserfiche digital document imaging for all departments. Maintain official records and preserve permanent historic documents. Ensure compliance with Minnesota Data Practices Act, state and city record retention policies.
 - Serve as designated responsible authority for data practices requests and administers data practices program responding to MGDPA requests.
- Responsible for supervision of reception desk functions and personnel including scheduling, directing work, recommending for hire, completing performance reviews, and recommending for discipline or discharge.

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- Provides information, explanation and assistance to the public and other employees on a wide range of city policies and procedures.
- Assist other department staff to ensure requirements for development agreement, land dedications, maintenance agreements, water mains and easements are processed appropriately.

SECONDARY JOB FUNCTIONS:

- Perform other duties as assigned.
- Back up for the Planning Commission.

MINIMUM QUALIFICATIONS:

Education and Experience:

- Experience as a City Clerk or Deputy City Clerk for a minimum of three years.
- Minimum five years of progressively responsible administrative experience in local government.
- Preferred Associates degree in business administration or closely related field.
- Preferred experience with Laserfiche.

Certificates/Licenses Required:

- Notary Public License or obtain within six months of employment.
- Minnesota Municipal Clerk's Certification or ability to obtain within three years of employment.

INTERNAL/EXTERNAL CONTACTS:

Supervisory/Managerial Responsibility:

- Supervises Administrative Assistant.
- Employee reports to and receives direction from the Assistant City Manager.

Internal/External Contacts:

- Daily contact with the Finance and Administrative Department and other departmental staff.
- Daily to weekly contact with City Council, Planning Commission, Advisory Committee members, local government agencies, businesses, vendors and the public.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Work requires general knowledge of and familiarity with the city organization and operation of municipal services.
- Work requires election, MGDPA and data retention knowledge.
- Must have strong editing and proof-reading skills.
- Work requires high attention to detail.
- Must have strong organizational skills including ability to establish and maintain an effective manual and electronic filing system.
- Must be able to deal with the public and their complaints in a courteous and tactful manner.
- Ability to exercise independent judgment in handling various administrative details.
- Comprehensive knowledge and command of grammar, spelling, arithmetic and vocabulary.
- Must have considerable personal computer experience including above average knowledge and skill in the use of Microsoft Windows, Microsoft Word, Outlook, Publisher and PowerPoint.
- Ability to establish and maintain effective working relationships with other employees and City officials.
- Ability to work independently with little or no supervision.

WORK ENVIRONMENT:

- Job duties are performed in a standard office environment.

PHYSICAL REQUIREMENTS NECESSARY TO PERFORM THIS JOB:

- Sit or stand at a desk for extended periods of time and perform long hours of work at a computer.
- Hear and speak effectively to communicate in person and over the phone with the public, employees, service agencies and others.
- Visual acuity to read computer screens and printed documents for long periods of time.
- Manual dexterity to type on a keyboard and use a computer mouse. Perform manual tasks such as handwriting and searching through documents.
- Office work may include reaching for documents and supplies and repetitive motions such as typing and sorting.
- Required to lift and carry files and objects weighing less than 20 pounds.

EQUIPMENT REQUIRED TO PERFORM JOB:

- Desktop Phone
- Desktop Computer
- Copier
- Transcription Equipment

ADDITIONAL INFORMATION

- Full-time Monday-Friday days including evening meetings.
- Salary range \$81,095.20-\$101,352.44 annually dependent upon qualifications.
- Applications will be accepted until 4:30 p.m. on January 31, 2019.

HOW TO APPLY

1. Obtain an application from our website: <http://www.cityofpriorlake.com/jobs.php>.
2. Email completed application and any additional information to aschroeder@cityofpriorlake.com

This position may have access to data that could be classified as non-public under the Minnesota Government Data Practices Act (Minnesota Statutes, Chapter 13).

Non-Discrimination Policy

The City of Prior Lake will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, sex, disability, age, marital status, sexual orientation, or status with regard to public assistance.