



JOB DESCRIPTION

Title: City Clerk

Department: Administration

Reports to: City Administrator

Pay Grade: 71

Date Adopted: February 15, 2021 (Resolution 6677)

Previous Revision Date:

Last Revision Date:

Type: ☒ Full Time

☐ Part Time

FLSA: ☒ Exempt ☒ Salary

☐ Non Exempt ☐ Hourly

Union: ☐ Yes

☒ No

Job Summary:

Supervise the selling, issuing, and recording of all licenses and permits; the transcription of minutes of official meetings, and imaging and preservation of City records; Coordinate the City's bidding process; Supervise City contracts, preparation and distribution of meeting agendas, filing and preservation of records and public papers, distribution of legal notices and publications, filing of legal documents with County and State. Administer Nebraska Public Records Act, and Nebraska Open Meetings Act. Certify and attest documents. Perform various administrative tasks. Responsible for administering City personnel functions including group benefit plans, pension, and health insurance, maintenance of personnel records, interpreting existing personnel policies, rules and regulations, and recommending new policies.

Essential Functions:

1. Supervise employees within the Billing Department. Interview, hire, train, and assign work. Direct, motivate and evaluate personnel and their work. Handle disciplinary problems. Schedule training to aid in developmental needs of staff.
2. Supervise selling, issuing, and recording of all licenses and permits. Delegate work assignments and conducts periodic review of standard operating procedures.
3. Transcribe and distribute Committees, City Council, BPW Board, and Work Session meeting minutes. Review, edit, and proof minutes of each meeting. Supervise the storage, indexing, and imaging of minutes.
4. Perform various administrative functions such as preparing division goals and objectives, quarterly performance measures, work plans, and performance agreements. Oversee the

preparation of reservation calendar of City Council Chamber and Public Property spaces. Oversees the ordering of office supplies. Responsible for the content of City's website and social media. Coordinate activities to increase compliance with ordinances, i.e., pet licensing.

5. Supervise the logging of files into the database/imaging system upon receipt. Answer questions and provide information to staff, City Council, Board of Public Works Board, and the general public. Direct inquiries to other departments or outside agencies when necessary.
6. Oversee preparation and distribution of City Council, BPW Board, Work Session, and Committee meeting agendas. Review agenda and coordinate changes and corrections, if needed. Verify that proper notice has been given.
7. Oversee coordination of City bidding process, including the scheduling of bid openings and requests for proposal, publication of legal notices, receipt of bids, opening and public reading of bids received, documenting of bids received, scheduling on agendas for City Council or BPW Board consideration, security and return of bid bonds, and disposition/imaging of documents.
8. Supervise filing and preservation of all records, public papers, and documents contained within City Clerk's office. Determine retention schedule. Purge files and inventory retained files. Coordinate annual Citywide review of Records Management Policy.
9. Oversee the keeping of records of committee/board vacancies and quarterly notification to Mayor and staff of vacancies. Coordinate with department's appointment/reappointment dates.
10. Administer Nebraska Public Records Act. Provide access to and copies of records to ensure open government. Administer Nebraska Open Meetings Act by providing notices of public meetings.
11. Oversee publication of legal notices, including receipt of affidavits of publication and billings. Work with legal paper to resolve issues and to ensure publications are issued in required timeframes.
12. Assess needs, analyze procedures, and make recommendations for equipment replacement when needed.
13. Certify under seal of City and attest to Mayor's signature. Certify true copies, of contracts, plats, ordinances, resolutions, deeds, bonds, and other records.
14. Accept petitions, lawsuits, summons, claims, condemnations, and appeals. Date, time stamp, and route copies to City Attorney and other appropriate parties.
15. Administer oaths to elected and appointed officials and employees.

16. Oversee the assignment of numbers to ordinances and resolutions.
17. Issue notices, accept filing of surety bonds, certify taxes and special assessments, and perform other various duties as required by Nebraska Statutes.
18. Assist in the hiring procedure for all employees. Prepare and conduct orientation of new employees and assist in completion of all paperwork.
19. Maintain personnel records for all City employees.
20. Administer employee health insurance including: enroll all new employees in appropriate plan; employee group benefit plans including health, vision, and dental enrollments and the employee flex plan; monitor claims processing and resolution; respond to employee health insurance administration inquiries; and assist City Administrator with plan changes.
21. Administer City pension plans including: enrollment of all new employee in appropriate plan; monitor employee investment changes to ensure compliance with policy; assist distribution of pension monies upon employee termination/retirement; coordinate pension committee meetings.
22. Manage Worker's Compensation claims and serve as liaison between the City and insurance carrier. Assist with coverage review and/or changes and assists in preparation of insurance bid document.
23. Administer the City's wellness program.
24. Prepare research reports, special reports, projections and/or assistance for City Administrator upon request.
25. Assist all City Department's with inquiries regarding general personnel practices including; hiring; insurance; pension; union contracts; and interpretation and/or compliance with federal regulations.
26. Monitor union contracts for compliance. Interpret personnel policies, rules, and regulations.
27. Serve as secretary of the Civil Service Commission.
28. Attend professional development conferences, seminars, and classes.
29. Attend staff, BPW, and City Council meetings.
30. Operate Microsoft Word, Excel, Power Point, Gmail, etc.
31. Operate basic office machines such as copy machine, computer, calculator, fax machine, cash register, etc.
32. Keep confidential information confidential.

33. Serve on City phone bank and provide administrative support as needed during Emergency Operations.
 34. Work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available to communicate with subordinates, supervisors, customers, vendors and any other persons or organizations with whom interaction is required to accomplish work and employer goals.
 35. Punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.
 36. Perform other work which is consistent with the essential functions of the job.
 37. Perform other duties as assigned.
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Education and Special License(s)/Certifications:

High School diploma or equivalent required.

Associates Degree or Bachelor's degree in public or business administration or related field with courses in accounting, office management, and business communications or equivalent experience preferred.

Certification as Municipal Clerk strongly preferred.

Experience:

Eight (8) years of office experience including records management and supervision, or an equivalent level of experience preferred. Experience within a municipal setting is preferred. (Breaks in service of no more than ninety (90) days shall be considered *de minimus* and shall not be considered in calculating the consecutive years.)

Skills:

1. Effective oral and written communication skills.
2. Good listening skills.
3. Ability to perform basic math and accounting skills.
4. Organizational skills.
5. Analytical skills.
6. PC computer skills. (Windows-based word processing and spreadsheet software skills).
7. Manual dexterity.
8. Ability to work in environment with constant interruptions.
9. Good typing and data entry skills.
10. Reading.
11. Good customer/public relations.
12. Ability to work independently.
13. Working knowledge of word processing, email, and calendaring computer software applications.

14. Excellent interpersonal skills.
 15. Excellent grammar, punctuation, spelling, and proofreading skills.
 16. Supervisory and leadership skills.
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Mental Requirements:

1. Ability to organize files and retrieve data effectively.
 2. Ability to learn and understand PC software applications.
 3. Alpha and numeric recognition.
 4. Ability to prioritize work.
 5. Logical reasoning.
 6. Patience.
 7. Ability to carry out assignments through oral and written instructions.
 8. Concentration.
 9. Accounting principles.
 10. Ability to compute basic math computations.
 11. Ability to work on several projects at once.
 12. Ability to work under distracting conditions.
 13. Ability to read and comprehend City policies and ordinances, State, and Federal laws and regulations.
 14. Ability to train and guide others.
 15. Ability to exhibit tact, diplomacy, and judgment when dealing with co-workers, other City employees, and external contacts.
 16. Ability to analyze complex problems and recommend possible solutions.
 17. Ability to multi-task.
 18. Ability to work under pressure.
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Physical Requirements:

1. Ability to lift 20 pounds and transport 20 feet.
 2. Ability to make and receive phone calls.
 3. Visual stamina and acuity adequate to review alpha/numeric data and spend long periods looking at computer screen.
 4. Ability to operate basic office machines such as copy machine, computer, calculator, fax machine, cash register, etc
 5. Hand and eye coordination adequate to input computer data and operate various office equipment.
 6. Ability to sit and be attentive for extended periods of time.
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Supervisory Responsibility (Direct and Indirect):


Direct Administrative Assistant
 Programmer Analyst
 Utility Billing Clerk
 Utility Serviceman

Indirect

Disclaimer:

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed for individuals with this job title. However, this job description is not intended to be an exhaustive list of all qualifications, skills, efforts, duties, responsibilities, or working conditions associated with the position.

Approved:



Tobias J. Tempelmeyer, City Administrator

2-16-21

Date