

CITY OF SALINA
POSITION DESCRIPTION

CLASS TITLE: City Clerk **GR:** 106 **FLSA:** Non-Exempt **DATE:** 07/31/2023
DEPARTMENT: Finance **DIVISION:** Administration
REPORTS TO: Deputy Finance Director **APPROVED:** _____ **JOB CODE:** 3027

GENERAL DESCRIPTION:

Under, general supervision; coordinates and performs the city clerk functions. Performs moderately difficult work requiring significant knowledge and application of established procedures and standards.

TYPICAL DUTIES:

- Administers a comprehensive records management system.
- Coordinates, schedules and retains legal publications; oversees the publication of notices and opening of bids for formal, public bid openings.
- Oversees the preparation of City Commission agenda packets; attends and prepares minutes of the City Commission meetings; manages the board and commission appointments system.
- Manages the issuance of licenses and permits; issues sales tax exemption certificates; manages and maintains cemetery records, landscape deposits, fire insurance proceeds, fire protection outside city limits, vehicles and equipment replacement process.
- Maintains the City seal; countersigns official documents.
- Acts as Freedom of Information Officer; routinely handles information restricted to specific persons and is aware of meaning and consequence of release.
- Provides support to subordinate staff.
- Responsible as backup staff in answering office telephone calls and assisting with inquiries from citizens who walk into the Finance & Administration office.
- Performs overtime as required and other duties as assigned.

SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS:

May act as lead staff. Provides work assignments for others to complete when necessary.

MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

Any combination of education and experience equivalent to the following:

- High school diploma or G.E.D.
- Four (4) years of clerical work in municipal government with two (2) years in an administrative or finance office.
- Experience with Microsoft Office products; must have the ability to learn Finance & Administration computer programs.

RESIDENCY REQUIREMENTS:

None.

ESSENTIAL JOB FUNCTIONS:

- Establish and maintain effective working relationships with fellow employees, officials and the public. (Daily)
- Effectively communicate orally and in writing. (Daily)
- Use computer to manage information, including maintenance of moderately complex word processing, spreadsheet, and database systems. (Daily)
- Effectively organize the work of self and others. (Daily)
- Exercise sound judgement in decisions and interpretations. (Daily)
- Effectively and efficiently manage the City's record management system. (Daily)
- Maintain and exhibit discretion and integrity at all times when handling confidential information. (Daily)

PHYSICAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

Work Type: Light, exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Climbing/Balancing: Minimal, ability to sit and stand.

Walking: Frequent amount required.

Stooping/Bending: Occasionally.

Stand/Sit: Sit about 75 percent of the time.

Reaching: Frequent, overhead as well as horizontal.

Vision: Adequate to perform essential job functions.

Color Vision: Adequate to perform essential job functions.

Hearing: Adequate to perform essential job functions.

Speech: Frequently express ideas and be understood.

Eye/Hand/Foot Coordination: Frequently operates equipment requiring moderate ability.

Manual Dexterity: Frequently operates equipment requiring moderate ability.

ESSENTIAL JOB FUNCTION EXPOSURES:

Inside/Outside: Work inside.

Cold/Heat: Controlled.

Wet/Dry: Controlled.

Noise/Vibrations: Office equipment.

Hazards: None.

Fumes/Dust/Odors: Minimal exposure.

Infectious Diseases: Low exposure.

MENTAL REQUIREMENTS OF ESSENTIAL JOB FUNCTIONS:

Ability to read and comprehend written material.

Ability to prepare written material consistently with the rules of English grammar.

Ability to listen to and apply information and instructions.

Ability to evaluate and execute possible courses of action.

Ability to plan and organize a records management system.

Ability to comprehend computer and apply software principles.

Ability to work under some stressful conditions and meet deadlines.

MACHINES, TOOLS, EQUIPMENT AND WORK AIDS USED:

Telephone, computer, keyboard, printer, fax, copy machine, scanner.

REMARKS:

The above position description is intended to describe the duties of an employee in general terms and does not necessarily describe all of his/her duties.