



Job Title	City Clerk	FLSA Status	Exempt
Band	SMG	Probationary Period	12 Months
Zone	2	Job Code	19793

Class Specification – City Clerk

Summary Statement:	
<p>The purpose of this position is to direct and manage the operations of the City Clerk’s office by the administration and preservation of the City’s official records and City Seal; conducts Municipal and coordinated elections as necessary; serves as filing officer for Campaign Finance; records proceeding of Council meetings and prepares City Council agendas; drafts in coordination of City Attorney’s office changes to City Election Code, Campaign Finance Code, Liquor and General Business Licensing; serves as the Designated Local Licensing Officer and Hearing Officer for the revocation and suspension of all general business licenses.</p>	
Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
70%	Directs, manages, and coordinates the activities and operations of the City Clerk’s office by developing and implementing goals, annual budgets, objectives, policies, and procedures. Attests official documents including ordinances, resolutions, deeds, and agreements by maintaining the City seal for authentication. Serves as licensing officer to hear business license matters relating to applications, renewals, suspensions, and revocations. Responsible for records management and acts as a liaison with City departments, divisions, and agencies.
30%	Conducts elections and oversees Campaign Finance Law in accordance with State Statutes, City Code, and City Charter to ensure compliance with local, state, and federal laws; drafts ordinances for election process and requirements; determines sufficiency of citizen petitions and council candidates for compliance; participates as Title Board Member for the purpose of reviews and determinations of petition intent and validity; trains election officials, oversees election/ballot processing and verifies tabulation/canvassing of votes; and administers Oath of Office to City Council and Mayor.



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Competencies Required:

Human Collaboration Skills: Communications are highly sophisticated and involve final decisions or recommendations regarding policy development and implementation. Interaction with others outside the organization requires exercising participative management skills that support team efforts and quality processes.

Reading: Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

Math: Math: Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

Writing: Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

Technical Skills Required: Advanced Skills and Knowledge: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Bachelor's degree from an accredited college or university with major coursework in public administration, business administration, or a related field.

Experience: Five years of full-time responsible management experience including three years of administrative experience.



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Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.	
Certified Municipal Clerk (CMC)	Within 12 months of start date Note: CMC Certification is a 3 year process.
Colorado Notary Public Certification	Within 2 months of start date
Certifications required in accordance with standards established by departmental policy.	
Supervision Exercised: Work requires managing and monitoring work performance of a department including evaluating program/work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing assignments for the department.	
Supervision Received: The employee normally performs the duty assignments with broad parameters defined by general organizational requirements and accepted practices. End results determine effectiveness of job performance.	

Fiscal Responsibility: Responsible for final approval of budgetary recommendations. Monitors progress toward fiscal objectives and adjusts plans as necessary to reach them.

Physical Demands: Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.
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Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Never
Wetness and Humidity	Never
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Never

Machines, Tools, Equipment, and Work Aids: Computer, printer, copier, telephone, and standard office equipment.
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Specialized Computer Equipment and Software: Microsoft Office.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original Date: August 2014