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| <b>CLASSIFICATION TITLE:</b><br>City Clerk | <b>JOB NUMBER:</b><br>7164 | <b>AFFILIATION:</b><br>Unaffiliated<br>(Non-Union) |
| <b>REPORTS TO:</b><br>City Attorney        | <b>PAY GRADE:</b><br>22    | <b>FLSA STATUS:</b><br>Exempt                      |

## GENERAL SUMMARY

Performs difficult administrative work managing the City Clerk's Office, and related work as apparent or assigned. Position frequently encounters new and varied work situations involving a high degree of complexity. Work is performed under the general direction of the City Attorney (supervisor).

## CORE VALUES

All employees are expected to model and foster the City of Richland's core values in the performance of their duties and their interactions while representing the City. The values of *Teamwork*, *Integrity*, and *Excellence* promote and maintain a high level of morale and productivity, and are the tie that binds all City employees together across all functions.

## ESSENTIAL JOB FUNCTIONS

*To be successful in this position, an individual must be able to satisfactorily perform each essential function. Additional duties of a similar nature and level may also be assigned. The City may make reasonable accommodations to enable a qualified individual with disabilities to perform the essential functions.*

- Serves as the municipal filing officer; records and maintains contracts, minutes, ordinances, resolutions, and other official documents; attends weekly City Council meetings and keeps accurate records of the proceedings; provides information and guidance on parliamentary procedure; attests documents as indicated; prepares the City Council agenda/agenda packets; ensures timely execution of Council actions, to include filing and retention of agreements, resolutions, and ordinances; ensures the proper issuance of legal and public notices.
- Provides guidance to administrative staff supporting the City's advisory boards and commissions; administers the application process and membership rosters; ensures preparation and maintenance of agendas, packets, and minutes for all boards, commissions, and committees; facilitates member compliance with the Open Government Training Act and other training requirements.

- Administers the City public records maintenance and retention program; acts as a resource for designated department records officers in the management, preservation, and destruction of public records; provides oversight, and coordinates activities with other City officials and departments for maintenance and retention of the City's official records; coordinates transfer of archival records to the Eastern Regional Archives.
- Performs public records request intake and routing in the absence of the Public Records Officer.
- Serves as Notary Public in the administration of City business; administers oaths as prescribed by the City Charter and Richland Municipal Code; certifies the authenticity of municipal corporate documents as necessary.
- Receives, processes, reports on, and validates initiative and referendum petitions; coordinates municipal election matters with the County, and acts as the City's election resources center.
- As the City's registered agent, receives claims for damages, lawsuits, garnishments, petitions, complaints, and subpoenas.
- Coordinates updating and maintenance of the Richland Municipal Code.
- Develops and/or or assists in the development of policies and procedures pertaining to the City Clerk's Office.
- In coordination with the Public Records Officer, provides and/or assists with training relating to compliance with public records disclosure laws, open government, and records retention/destruction.
- Serves on the City's LEOFF I Pension Board(s) as required.
- Prepares the City Clerk's Office budget; controls and monitors expenses within budget; ensures fiscal responsibility and cost consciousness, and resolves budget issues with appropriate staff as necessary.
- Acts as custodian of the Richland City Charter and the official seal of the City.
- Demonstrates a full understanding of applicable laws, policies, procedures, and work methods associated with assigned duties; responds to questions and concerns from the general public; provides information as appropriate, and resolves public service complaints.
- Establishes and maintains effective working relationships with staff, other city employees and departments, City Council, city officials, and the public; requires extensive contact with City Council, the City Manager's Office, department heads, staff and the public.

## KNOWLEDGE, SKILLS AND ABILITIES

*The requirements listed below are representative of the knowledge, skill, and/or ability required to successfully perform the essential functions of the position.*

### Knowledge:

- Thorough knowledge of the state and local laws and regulations governing the activities of the City Clerk's Office, including the Public Records Act (Chapter 42.56 RCW), the Open Public Meetings Act (Chapter 42.30 RCW), and Preservation and Destruction of Public Records (Chapter 40.14 RCW).
- Considerable knowledge of the state and local laws and regulations pertaining to LEOFF I pension matters.
- Considerable knowledge of the legal requirements pertaining to recording and preservation of Council minutes and records.
- Considerable knowledge of parliamentary procedure, including Robert's Rules of Order.
- Competency and extensive knowledge in the fields of record-keeping and administration.
- City organization, operations, policies, and objectives.
- Thorough knowledge of modern office practices, procedures, equipment, and computer use/application.
- Knowledge of principles and practices of leadership and conflict resolution.
- Knowledge of public administration principles and practices.

### Skills and Abilities:

- Maintain confidentiality of sensitive materials and information.
- Learn, read, interpret, apply and explain codes, rules, regulations, policies, and procedures.
- Demonstrate considerable organization and analytical skills with the ability to handle simultaneous coordination of a variety of essential and high priority tasks.
- Analyze situations accurately and adopt an effective course of action.
- Demonstrate exceptional attention to detail, good judgment, and strict adherence to deadlines so as to prevent errors and avoid exposure to the City.
- Work independently with little or no direction; set priorities and meet critical deadlines.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Research and prepare concise written and oral reports, and maintain important records, and documents.
- Comprehend and use English effectively.

- Speak in public in a confident, articulate, and concise manner.
- Organize, develop, and maintain a network of productive, harmonious relations with City Council, city officials, the City Manager's Office, department heads, city staff, and the general public.

## **SPECIAL REQUIREMENTS**

- Obtain Notary Public Certification within six (6) months of hire, and maintain throughout employment.
- Obtain an IIMC designation as a Certified Municipal Clerk within one (1) year of hire (or as soon thereafter as possible based on the program schedule) and maintain throughout employment.
- Valid driver's license.

## **EDUCATION AND EXPERIENCE**

High school diploma or GED and six (6) years of related local government records management experience.

## **COMPETENCIES**

### **Foundational**

- Use Technical/Functional Expertise: Displays an appropriate depth of knowledge and skills as required for the position and commensurate with the time in class. Uses technology as appropriate for the position. Seeks additional knowledge and information to continually enhance knowledge in areas of specialty.
- Be Accountable for Performance: Actively shows responsibility, reliability, and trustworthiness. Ensures work and information are complete and accurate. Admits mistakes and looks for ways to improve. Models self as dependable and reliable. Follows up with others to ensure agreements and commitments have been fulfilled. Values the importance of team and organizational success. Independently takes action to influence events, to improve own or organizational performance and to promote the goals of the organization.
- Provide Excellent Customer Service: Anticipates, assesses, and responds effectively to the needs of diverse customers, both internal and external, providing consistently excellent service that is timely, accurate, courteous, and respectful.
- Communicate Effectively: Uses verbal and written skills effectively to ensure that information is successfully shared throughout the organization. Relates well to a range of people. Shows sensitivity to the needs of others. Demonstrates ability to build rapport and facilitates mutual understanding.
- Work Safely: Knowledge and application of relevant safety requirements that apply to the specific work being done. Recognizes and mitigates safety hazards on the job. Observes rules and regulations to comply with personal and workplace safety standards. Works to create a hazard-free, accident-free environment.



## PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT



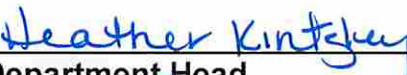



*The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

This work requires regular and punctual attendance at the office or other assigned locations. Workload is often in excess of 40 hours per week and may require an extended schedule to include evenings and weekends in order to meet critical deadlines. Work constantly requires using hands to finger, handle, or feel, repetitive motions, sitting, reaching with hands and arms, speaking and hearing; work occasionally requires standing, walking, and pushing or pulling; work occasionally requires exertion of up to 30 pounds of lifting and force, climb or balance, stoop, kneel, crouch or crawl, working in high, precarious places; work has standard vision requirements, vocal communication is required for expressing or exchanging ideas by means of the spoken word, hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data and observing general surroundings and activities; work is generally in a moderately noisy location (e.g. business office, light traffic).

### Authorization (for Archive)

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

*The job classification does not constitute an employment agreement between the City of Richland and any employee and is subject to change by the City as the needs of the City and requirements of the job change.*

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| Human Resources Manager   | Date  |
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| Department Head   | Date  |
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| City Manager or Authorized Designee   | Date  |