

## **POSITION DESCRIPTION**

### **City of Brewer**

**Class Title:** City Clerk  
**Department:** City Clerk  
**Date:** August 12, 2020

#### **GENERAL PURPOSE**

Provides a variety of routine and complex supervisory, clerical, and administrative work in the administration of the City government.

#### **SUPERVISION RECEIVED:**

Works under the general supervision of the City Manager and Assistant City Manager.

#### **SUPERVISION EXERCISED**

Exercises supervision over clerical and other staff, both full-time and part-time, as follows:

Part-time positions: Deputy Registrars of Voters  
Election Workers

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Manages and supervises assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.
- Provides professional advice to the City Manager on vital records, elections, record retentions and other related fields of expertise.
- Communicates official plans, policies and procedures to staff and the general public.
- Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.
- Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.
- Performs or assists subordinates in performing duties; adjusts errors and complaints.
- Serves as custodian of official City records and public documents; performs certification and recording for the City as required on legal documents and other records requiring such certification; seals and attests by signature to ordinances, orders, resolutions, and contracts, easements, deeds, bonds or other documents requiring city certification; catalogs and files all city records.
- Attends regular and special city council meetings; prepares agendas for council meetings and oversees or performs an accurate recording of the proceedings, preparation of the minutes and proper legislative terminology, recording, indexing and filing for the public

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record; distributes information as requested. Distributes agendas, materials, minutes, certified copies and records of city council meetings.

- Prepares and distributes agendas, materials, minutes and records of meetings.
- Files orders, ordinances and resolutions of the council and informs city officials and others of city council action. Oversees the codification of ordinances into the municipal code.
- Prepares and publishes meeting agendas, other advertisements, and legal notices of public hearings and special meetings.
- Serves as appointment secretary for the city council to recruit members of standing committees and to insure that those agencies report to the city council.  
Administers the issuance of municipal licenses, including business, animal, various regulatory licenses, and other licenses as assigned in accordance with applicable city ordinances and other regulations.
- Is supervisor of all elections and serves as registrar of voters.
- Administers oaths of office to public officials.
- Prepares reports for Council Meetings as directed.
- Prepare surveys and other reports as directed.
- Provides public records and information to citizens, civic groups, the media and other agencies as requested.

### **PERIPHERAL DUTIES**

- Attends seminars and workshops related to City Clerks' duties and responsibilities.
- Prepares orders, ordinances and resolutions as required.
- Serves as secretary to various boards and committees as required by ordinance, or as assigned by the City Manager.
- Serves as secretary of special ad hoc committees of the city council when necessary.
- Advises the mayor and city council on matters of adopted council meeting procedures, including parliamentary procedures.
- Accepts claims for damages and other legal papers served on the City.
- Responsible for scheduling meetings in the council chambers.
- Serves as a notary public

### **DESIRED MINIMUM QUALIFICATIONS**

#### **Education and Experience:**

- A. A bachelor's degree in business management, records management, public administration or a closely related field, and
- B. Two (2) years of related experience; or
- C. Any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year for year basis.

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#### **Necessary Knowledge, Skills and Abilities:**

- A. Working knowledge of the principles and practices of modern public administration; Extensive knowledge of office practices and procedures; Thorough knowledge of modern records management techniques, including legal requirements for recording, retention and disclosure, in-depth knowledge of parliamentary procedure and the 2007 edition of "The Modern Rules of Order" by Donald Tortorice.
- B. Skill in operation of listed tools and equipment;
- C. Ability to accurately record and maintain records; Ability to establish and maintain effective working relationships with employees, other departments, officials and the public; Ability to communicate effectively verbally and in writing; Ability to plan, organize and supervise clerical workers and assigned staff.

#### **SPECIAL REQUIREMENTS:**

- A. Must be bondable;
- B. Valid State of Maine Driver's License, or ability to obtain one; notary public certification within six months.

#### **TOOLS AND EQUIPMENT USED**

Typewriter, personal computer, including word processing, spreadsheet and data base software; 10-key calculator; phone; copy machine; fax machine, and digital scanner.

#### **PHYSICAL DEMANDS**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to stand, sit, talk, hear, use hands to finger, handle, feel, or operate objects, tools, or controls; and reach with hands and arms.
- The employee is required to reach above head to height of 8+feet.
- The employee is occasionally required to walk or stand for periods of time in excess of eight (8) hours.
- The employee must occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.

#### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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The noise level in the work environment is usually quiet.

#### **SELECTION GUIDELINES**

Formal application, education and experience, oral interview and reference check; job related tests may be required.

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 description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval:

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Stephen Bost, City Manager

Effective Date: August 12, 2020