

# City and Borough Sitka, Alaska

## Class Specification

<b>Class Title</b>	<b>Municipal Clerk</b>
<b>Class Code Number</b>	<b>1050</b>
<b>FLSA Designation</b>	<b>Exempt (Administrative)</b>
<b>Pay Grade and Range</b>	<b>37</b>
<b>Effective Date</b>	<b>June 2011</b>

### General Statement of Duties

The Office of Municipal Clerk provides the professional line between the citizens, the local governing bodies and agencies of government at all levels. Plans, organizes and directs all operations and activities within the Municipal Clerk's Office.

### Distinguishing Features of the Class

This class is required by Sitka's Home Rule Charter and works very closely with the legislative body (Assembly), the Clerks, Administration, Legal offices and other departments of the City and Borough. This office serves at the conduit between administration, departments/agencies of the Assembly and to the public. The work is performed under the direction of the Municipal Administrator but extensive leeway is granted for the exercise of independent judgment and initiative. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other department and City employees, State and Federal officials, the Mayor and Assembly members, business and community organizations and the public. The mandated duties of this class are addressed in the Alaska State Statutes and are performed in a general office environment.

### Examples of Essential Work (Illustrative Only)

- Directs and manages operations of the Municipal Clerk's Office;
- Participates on the Executive Management Team;
- Serves as the Public Information Officer for the City and Borough;
- Coordinates assembly meetings and ensures compliance with all open meeting laws and related requirements;
- Creates organizational priorities and long range goals;
- Provides department heads, City and Borough Assembly members, business and community organizations and the public with accurate timely information as requested;
- Prepares meeting agendas and monitors and tracks actions and records supporting documentation;
- Transcribes Assembly meetings into an official recorded form;
- Prepares and provides timely notices of meetings and events, attends meetings and maintains official meetings records;

- Arranges for the publication of ordinances, resolutions, notices and writes publications;
- Prepares motions in accordance with parliamentary procedures and ensures an accuracy of all documented material;
- Sets agendas and directs the production of the Assembly packets;
- Manages Public Records Requests;
- Provides direction to the Administrator, Mayor and Assembly on the overall operations of the City and Borough;
- Coordinates policy development, revision and implementation with other City and Borough Departments;
- Conducts training for the Assembly and boards/commission/committee's of the CBS on parliamentary and Open Meetings laws;
- Receives, and participates in the official opening and procedures regarding sealed bids, RFP's and RFQ's in accordance with established processes and procedures;
- Conducts elections, including managing regular and special elections, initiatives and referendums for the City and Borough and in coordination with State and Federal officials for subsequent elections;
- Develops, implements and follows a complex calendar of required action dates relating to local, state and federal elections;
- Trains staff involved in election procedures and monitors their performance for an adherence to all applicable laws;
- Establishes boundaries and precincts, secures polling locations and makes special arrangements for disabled individuals under prescribed guidelines;
- Assures all election procedures are implemented under strict adherence to election laws, City and Borough guidelines and modern ethical standards relating to open elections;
- Supervises office staff in the attainment of City and Borough objectives;
- Prepares, executes and tracks budget for the Municipal Clerk's Office;
- Conducts research, assembles data and prepares special reports related to municipal functions;
- Organizes and coordinates municipal ceremonies for civic events, visiting dignitaries, etc.;
- Custodian of official City and Borough documents and serves as the chief historian within the municipality;
- Administers oaths of office as required;
- Administers and manages a records management system in accordance with local, State and Federal laws;
- Researches trends within various municipal operations and local market conditions, records all related information and compiles plans for future actions accordingly;
- Processes Financial Disclosures for elected and appointed municipal officials and maintains related records and files;
- Keeps the Administrator, Mayor, City and Borough Assembly, representatives of the media and the public informed and updated on all pending and completed actions by the Assembly;
- Coordinates the position advertisements for Board, Commissions and Committee vacancies;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Maintains active membership and serves other roles with professional affiliates such as Alaska Association of Municipal Clerks; International Association of Municipal Clerks, Alaska Municipal League and America Records Managers Association;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other related duties as assigned.

<b>Required Knowledge, Skills and Abilities</b>
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- Comprehensive knowledge of municipal operations from an administrative function;
- Comprehensive knowledge of the procedures involved in municipal and state and federal elections and the ability to research and follow all relating applicable laws;

- Thorough knowledge of the legislative process within a City and Borough;
- Ability to research complex issues involving municipal operations, or any other area affecting a municipality;
- Ability to research Public Records Requests and respond according to applicable governing laws;
- Ability to write proclamations, resolutions and ordinances;
- Ability to develop policy in coordination with several different City and Borough Departments;
- Ability to communicate well with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Computer literate;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to prioritize and perform a wide variety of duties and responsibilities with accuracy and speed under pressure and time-sensitive deadlines;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

**Acceptable Experience and Training**

- Graduation from an accredited college or university with a Bachelor’s Degree or equivalent in Public Administration, Business Administration or a related field; and
- Considerable management experience, preferably within a municipality; or
- Any equivalent combination of experience, education and training which provides the knowledge, skills and abilities necessary to perform the work.

**Required Special Qualifications**

- Certified Municipal Clerk highly preferred; Master Municipal Clerk optimally desired
- Alaska Driver’s License
- Notary Public.

**Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review materials in both electronic and hardcopy form;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a personal computer and related office equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to function in a general office environment with the ability to lift \_\_\_lbs.

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