CITY OF SPRING PARK
POSITION DESCRIPTION

Position Title:	City Clerk
Department:	Administration
Accountable to:	City Administrator
Status:	Full-Time Non-exempt

Position Summary:
The City Clerk performs the statutory responsibilities of a municipal clerk as prescribed by state law and city ordinance. Significant responsibilities of the position are: assists and interacts with the general public on a daily basis; attends and takes minutes at evening city council and planning commission meetings; performs maintenance of official city records and public documents; provides oversight and direction for primary and general elections; ensures compliance with state law regarding the publishing, mailing, and filing of public notices; assists in various land use and building permit related processes; and manages municipal licenses and special event applications.

Supervision Received:
The City Clerk is supervised by the City Administrator and City Council, and is evaluated through meetings, conferences, and results of assigned tasks, receiving minimal supervision and generally operating from goals and objectives.

Supervision Exercised:
The City Clerk may provide training and work direction to other support staff to assist with City Clerk functions and is responsible for training and supervising election judges.

Education and Experience:
(a) High School Diploma or GED equivalent supplemented by a minimum of two years post-secondary education in Business Administration, Records Management, Public Administration, or a closely related field, plus a minimum of three (3) years related experience; or
(b) An equivalent combination of related education and high level administrative experience, with additional work experience substituting for the required education on a year for year basis.

Necessary Knowledge Skills and Abilities:
(a) Self-directed and self-motivated with a willingness to accept ongoing change, continual learning, and the ability to identify the necessity of such.
(b) Thorough knowledge of municipal codes, ordinances, policies, and other legal requirements governing municipal operations. Considerable knowledge of the principals and practices of public administration. Excellent communication and customer service skills. Considerable skill in the

use of computers and electronic data processing equipment. Working knowledge of modern office practices and procedures. Knowledge of principles and practices of customer relations. Knowledge of the functions, organization and staffing procedures.

(c) Ability to communicate effectively, both written and orally. Excellent spelling, punctuation and vocabulary skills. Skilled in operation of the listed tools and equipment.

(d) Ability to type minimum of 40 words per minute. Ability to prepare reports and correspondence from gathered data.

(e) Ability to independently conduct research. Ability to maintain strict confidentiality when required by legal standards. Ability to read and interpret documents and procedural manuals. Ability to use basic arithmetic to compute rates, ratios, and percentages. Ability to organize and maintain records. Ability to meet and deal effectively with the public, vendors, other employees, and public officials. Ability to attend several evening meetings per month.

Position Hours:

The position hours are flexible within the range of 25 – 40 hours per week as long as the determined and agreed upon schedule is consistent and regular (i.e. 25 hours a week consistently, not 25 hours one week, then 35 hours the next, etc.) and in a manner that provides a consistent daily schedule that is well established and regular (i.e. 5 hours a day / 5 days a week, or 8 hours a day / 4 days a week) and not an unpredictable number of hours to be worked in an inconsistent and irregular manner at the discretion of the employee.

Pay & Benefits:

The starting pay range for the position is $24.00 - $34.00 per hour depending on experience and qualifications. Benefits include health insurance, flex time, long-term disability insurance, and a pension through the Public Employees Retirement Association of Minnesota (PERA).

Special Requirements:

(a) Must have a valid driver's license.

(b) Must be a Certified Municipal Clerk or be willing to attend training to obtain certification within three (3) years.

(c) Must be bondable.

(d) Must be able to acquire a notary public certification.

Essential Job Duties:

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

1. Attends regular and special city council meetings, and planning commission meetings; performs an accurate recording of the proceedings, preparation of the minutes using proper legis-

lative terminology, recording, indexing and filing for the public record; distributes information as requested.

2. Administers local elections in accordance with County, State and Federal requirements: Oversees schedules, and trains election judges, maintain election records, receives affidavit of candidacy, posts and publishes all notices required by law, acts as chief election judge, delivers all ballots and voters' records to the County Auditor at the close of Election Day.
3. Assists in the coordination and preparation of City Council and Planning Commission agendas.
4. Participates as a member of the management team; engages in short and long range planning.
5. Executes documents that have been approved by the City Council.
6. Issues permits and licenses for the City in accordance with established guidelines, including assisting applicants with proper completion of applications of licenses and permits.
7. Assists the City Administrator with the handling of correspondence on behalf of the City Council and executes any assignments given by them.
8. Oversees processing of incoming mail and preparation of outgoing mail.
9. Serves as backup to the Utility Billing Clerk/Receptionist; provides backup for lunch or vacations in special circumstances.
10. Acts as the City Administrator in his/her absence.
11. Maintains City records, files and public documents, as defined by the Records Retention Schedule.
12. Maintains assessment information under the direction of the Administrator and handles all assessment searches and payments.
13. Files reports with appropriate state, federal, or county offices.
14. Receives building permit applications and reviews them for zoning requirements.
15. Attends meetings and seminars in order to remain current with administrative duties and informs Council of new developments.
16. Direct approved minutes and various other documents to City's website for posting.
17. Posts, publishes and mails all necessary public notices.
18. Maintains book of Ordinances and Resolutions for the City.
19. Assists in planning or coordinating special events (minimal but occasional).
20. Provide certified copies of proceedings and records of the City upon request.
21. Sign all official papers.
22. Develop and oversee the quarterly e-newsletter and mailed City Newsletter.
23. Provides quality customer service to all those visiting the City.
24. Answers telephones, takes messages and relays correct information to various staff as necessary.
25. Seals and attests signature to ordinances, resolutions, and contracts, easements, deeds, bonds or other documents requiring city certification.
26. Provides public records and information to citizens, civic groups, the media and other agencies as requested.

27. Responds and follows up to resident requests.
28. Serve as a liaison between city and MNSPECT, the city's contracted building inspections firms with receiving permit applications, checking for compliance, routing, issue permits.
29. Continually consult zoning ordinances for code clarification and compliance.
30. Update vendor contracts, assemble required annual reporting for recycling, monthly building permit reports to County, census data reporting, Met Council SAC reports.
31. Maintains current licensing for liquor, trash, massage, cigarette, gaming.
32. Tracks deadlines for variance approvals and CUP expirations.
33. Maintain and organize individual property files.
34. Acts as city signer on city accounts.
35. Performs related duties as assigned.

Updated 10/2020