

**JOB DESCRIPTION  
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT  
EMPLOYMENT AND  
COMPENSATION DIVISION**

Job Title	<u>City Clerk</u>
Sch & Grade	<u>DHS -13 (Unclassified)</u>
Class Code	<u>AA99</u>
FLSA Status	<u>Exempt</u>
Bargain Unit Elig.	<u>Not Eligible</u>
Occupational Group	<u>Department Head Series</u>

**PRIMARY PURPOSE:**

To provide staff support to the Mayor and City Council; to supervise office and clerical support functions; to serve as repository for all official City records; to record official minutes of City Council meetings; to coordinate municipal elections with the County Clerk.

**SUPERVISION:**

Under the general direction of the Mayor and City Council; supervises department staff both directly and indirectly.

**DESCRIPTION OF WORK:**

**ESSENTIAL FUNCTIONS:**

1. Supervises office and clerical work for the Office of the Mayor and City Council including the preparation of certain documents for Council meetings and Council books, maintaining official appointment calendars for these offices, and arranging study sessions for Council.
2. Responds to inquiries handled by the department, City Council, and the Mayor.
3. Prepares news releases on matters relating to the department.
4. Assigns clerical assistance to specific City boards.
5. Manages office staff members by promoting a team approach.
6. Attends agenda meetings and official meetings of the Council including reading proposed ordinances and resolutions, recording votes, and preparing, filing and indexing Council minutes.
7. Records and files official documents of the City.
8. Signs and certifies City ordinances, resolutions, contracts, reports, and other documents, and transmits to appropriate officials or other persons requesting same.
9. Testifies in court as required.
10. Arranges for legal publications as required.
11. Issues special tax bills for public improvements; prepares bond transcripts, signs municipal bonds and delivers to buyers.
12. Maintains files of all City contracts, employee bonds, insurance policies, and other important documents as needed.
13. Oversees departmental and City Council budget including planning, preparing, and administering.
14. Administers oath of office to officials and board members. Facilitates in purchase of City Code through publisher. Distributes printed supplements to departments as requested.
15. Receives applications, answers inquiries in regard to vacation of streets, alleys, and subdivisions.
16. Attends bid openings and reads bids.
17. Coordinates municipal elections with the County Clerk; tabulates and records election returns.
18. Accepts and certifies petitions for Council candidates, referendum and initiative petitions.
19. Provides career development opportunities for staff of the City Clerk's Office.

**IMPORTANT FUNCTIONS:**

1. Utilizes necessary computer applications.
2. Attends seminars, workshops, conferences, and other training for professional development purposes.
3. Develops and maintains working relationships with other City Clerks on a state and national level.

*Performs related work as required.*

**QUALIFICATIONS REQUIRED:**

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

**Knowledge**

Requirements concerning records retention and disclosure; administrative office functions and responsibilities, consistent with those performed in the City Clerk's office; municipal legislative practices, governmental organization and functions; modern office practices, procedures, and equipment; business English, grammar, and math; financial budget preparation and administration procedures.

**Abilities**

Effectively develop, plan, organize, administer and supervise departmental activities; make independent decisions, demonstrate sound judgment, and exercise initiative when making recommendations, formulating policies, and carrying out duties; accurately analyze the historical value of documents or records and coordinate the City archives; learn state and local election laws and procedures; follow oral and written instructions; prepare and present clear and comprehensive written reports; effectively manage records systems; read, understand, apply and comply with applicable local, state and federal laws, regulations and ordinances; work cooperatively and effectively with all agencies involved in City Clerk activities; deal effectively and courteously with a wide variety of individuals and groups including City Council, city management, community leaders, state legislators, associates, a wide variety of outside agencies, and the general public; communicate effectively, both verbally and in writing; present an overall professional image; model and facilitate a working environment that encourages awareness and respect for differences among employees and citizens; perform effectively as a member of a team in carrying out the City's stated mission and philosophy; perform the essential functions of the job without posing a direct threat to the health and safety of others.

**Experience, Education, and Training**

Graduation from an accredited college or university with a Bachelor's Degree in Public or Business Administration or related field preferred, plus at least four years' appropriate administrative or office management experience.

**Physical Requirements**

Pushes and pulls up to 25 pounds; some bending and lifting required; hold and grip objects.

**Working Environment**

Primarily indoor with heating and cooling regulated in an office environment.

**Licensing/Certification**

Certification from the International Institute of Municipal Clerks (IIMC) is preferred and must be obtained within four years of employment if not currently held.

**Miscellaneous Requirements**

Must establish residency within the City limits of Springfield within 6 months of employment and maintain City residency throughout appointment.

<b>Last Revision:</b>	February 8, 2012	<b>GENERAL ORDINANCE NO.</b> 5564
<b>Comments:</b>	Updated Abilities	<b>Date:</b> June 26, 2006

**I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_