



## **Job Description Part-Time City Clerk**

The City Clerk / Clerk of the Council is appointed by and reports to the City Council for an indefinite term and works as part of a team that also includes the office of the City Manager and City Attorney. The Clerk electronically records all minutes, ordinances, resolutions, and contracts approved by City Council and is responsible for the codification of the City Code and its distribution. Part-Time position no benefits package.

The Clerk is responsible for the composition and advertising of public hearing notices and appointment vacancies as they relate to City Council.

### **Responsibilities**

- Serves as custodian of the City Seal, City Council records, and official contracts / agreements approved by City Council
- Prepares Agenda's and official Minutes of City Council
- Plans City Council meetings and coordinates council travel for meetings and training as well as related documents when necessary
- Provides Notice of Council Meetings
- Prepares Public Notices and advertisements for City Council to the public
- Maintains Official Records of the City (Agendas, Contracts, Minutes, Ordinances and Resolutions)
- Maintains a listing of boards and commissions' members and terms of office along with a Citizens Data Bank of citizens interested in serving on a council appointed board or commission
- Obtains and processes City Council mail and provides that information to Council
- Prepares Correspondences, Letters and Proclamations related to City Council
- Coordinates actions passed by Council with the administration, local, state, and federal officials, and members of the business community
- Ensures the availability of Council records
- Responds and participates in FOIA requests as necessary
- Research records for City Council, City administration and the public
- Serves as Clerk/recorder on special projects as identified by City Council
- Makes available and maintains all disclosure and conflict of information for City Council
- Manages City Code updates monthly and serves as online code custodian
- City records management