

Warrensburg City Position Description

Department: Administration
Position Title: City Clerk
Reports To: City Manager/Mayor & Council
Pay Grade:
FLSA: Exempt
Date: 10/01/2021

Purpose of Position

Carries out statutory duties as official custodian of records and supports the governing body and responds to requests for information or documents from the general public and public officials; ensures City staff that all codes, ordinances, and other official documents are accurately recorded and readily available upon request; serves as the City's election officer; develop, implement and maintain an effective public information program on a citywide basis; serve as the City's spokesperson and primary media liaison; develops positive press releases to the media; provides support to the City Council in the development of any media initiatives.. Position is appointed by the Mayor and approved by the City Council, and work is performed under direct supervision of the City Manager.

Essential Duties and Responsibilities

Serves as the official custodian of all City records to include responding to open record requests and coordinating response with departments. Performs certification and recording for the City as required on legal documents and other records requiring such certification; catalogs and files all city records.

Serves as Public Records Coordinator; ensures compliance with the Missouri Sunshine Law and the Freedom of Information Act; reviews and monitors legal requests for records; ensures that all public records are open to inspection at all times during office hours and that every person's right to inspect any public record of the City is upheld.

Indexes and records City documents including subdivisions, restrictions, covenants, plats, vacations, annexation, deeds, and easements. Keeps records of all bonds posted for improvement projects and developer deposits. Records these documents with County Recorder.

Attests to official signatures and other documents. Administers all official Oaths of Office. Protects and preserves the official seal of the City of Warrensburg, ensuring authentication of only approved documents.

Responds to Council requests and concerns assuring for accuracy and timeliness.

Prepares all legal and non-legal notices and communications for Council meetings and other Council-related matters.

Arranges and prepares for Council Meetings and other City functions. Make reservations and travel arrangements for meetings, seminars, and conventions, when needed.

Maintains an accurate listing of City Board and Commission members and term expiration dates. Oversee compliance and ensure compliance of all City boards and commissions regarding the Sunshine Laws of the State of Missouri. Provides administrative support to Boards and Commissions, when needed.

Manages the codification and distribution of revisions to the Municipal Code. Assists in making the decision for a practice to become formalized and drafted into an ordinance assuring for compliance with state statutes and all laws.

Serves as the election authority for the City. Runs legal notices for elections, accepts filings of candidates, prepares election ordinances, legal notices, and ballot forms, and certifies ballots to County Clerk and distributes same to the State Ethics Commission. Following election, prepares ordinance declaring election results.

Assists the City Manager with the development of materials on communication issues including planning, goal setting and general direction of the City's public information program. Prepares content for the public and news media including but not limited to the City style guide, public information policies, social media policies and development of content for website and social media activity.

Develops media relations strategies and oversees all media relations functions for the City; serves as spokesperson and liaison to the media; provides live-broadcast and print interviews; tracks media trends.

Writes and distributes interesting and effective press releases to inform the public and promote a positive image of the City. Writes, edits and monitors articles, ads, photos, and programs on the City's website in cooperation with staff, assuring for effectiveness. Maintains the City's social media presence

Provides community awareness, promotes the City and fosters strong community relations through booths at community fairs, job fairs, health fairs, orientations, and trade shows including coordination of promotional materials and staff for the events.

Manages and participates in the development and administration of the department's annual budget. Responsible for the monitoring approving expenditures for City Clerk and Legislative departments. Responsible for coordination of trust funds controlled by the City.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their Council or City Manager; subject to reasonable accommodations.

Additional Tasks and Responsibilities

May be required to cross-train in other City functions for purposes of organizational redundancy.

Attends workshops and training seminars related to city clerks and/or public information.

Performs effectively as a member of a team in carrying out the City of Warrensburg's stated vision, mission, and values assuring for professionalism.

Works to maintain the City of Warrensburg's mission statement for safety which includes maintaining a safe environment for not only the employee, but also co-workers and any public. Reports unsafe work equipment, workstations, practices, and procedures, and follows the City's safety policies.

Maintains awareness and works towards a spirit of cooperation and communication with co-workers and all departments within the City of Warrensburg assuring for professionalism and courtesy.

Minimum Training and Experience

Associate's degree or equivalent from two-year college or technical school; and two years related experience and/or training; or an equivalent combination of education and experience.

Preferred Training and Experience

Bachelor's degree or equivalent from college or university; and four to five years related experience and/or training; or an equivalent combination of education and experience.

Other Requirements – Certificates/Licensures

Certified Municipal Clerk (CMC) or Missouri Registered City Clerk (MRCC), or ability to complete within three (3) years of hire.

Certification as a Notary of the Public, or ability to complete within six (3) months of hire.

Valid Missouri driver's license, or ability to obtain one within three (3) months of hire.

Knowledge, Skills, Abilities

Ability to apply common sense understanding to carry out detailed written or oral instructions.

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to calculate ratios and percentages.

Ability to deal with problems involving several concrete variables in standardized situations.

Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the public.

Ability to deal effectively with news media. Ability to plan, develop, organize, and coordinate communication activities for key programs and events. Ability to operate desktop publishing software relating to production and graphic design.

Ability to read, analyze, and interpret governmental regulations, legal documents, financial regulations, complex instructions, correspondence, and memos.

Ability to write reports, business correspondence, and procedure manuals.

Knowledge of the full range of current communication, media relations, public involvement and public opinion research strategies, tactics, techniques, formats, and platforms and how to apply them in a municipal environment. Knowledge of public communication plan development and the production of support materials.

Knowledge, skill and application of social media platforms.

Knowledge of legal, legislative, municipal government practices to include parliamentary procedures for assuring the recording of decisions by the governing body is done appropriately.

Knowledge of principles and processes for providing customer service. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Demonstrated secretarial and clerical skills. Knowledge of secretarial practices and procedures; business English, spelling, grammar; operation of office equipment; word processing, databases, scanning, presentation, and spreadsheet software.

Demonstrated skill in operating a computer and standard office equipment, in all Microsoft Office products and Adobe Acrobat products, experience with website maintenance; an ability to become familiar with City programs and software.

Demonstrated reliability, thoroughness, punctuality, and excellent attendance record; ability to work under pressure. Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.

Supervisory Skills

None currently. The position may potentially have supervisory capacity over interns, deputies, etc. if organizationally relevant.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

Work is primarily performed in an indoor setting with extended periods at a computer sitting or standing. Physical effort is needed to move, lift and carry office equipment, files and supplies. While performing the duties of this job, the employee is constantly required to sit, talk, hear, and see. The employee is occasionally required to walk, stand, and drive. Specific vision abilities required by this job include close vision, and ability to adjust focus.

Work Environment

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

The noise level in the work environment is usually moderate. Duties are generally performed in an office setting with a controlled environment. May occasionally visit work sites throughout the City. Some driving required as needed. Some overnight or day travel may be required for business purposes. This position requires an average amount of overtime and or extended work hours in the evenings.