



407 Birch Ave SW; P. O. Box 810; Napavine, WA 98565
Phone: (360) 262-3547 Fax: (360) 262-9199
www.cityofnapavine.com

Job Description

City Clerk

Department: Administration

FLSA Status: Exempt

Department Head

Positions Supervises:

Utility Billing Clerk /
Clerk Assistant

Job Status: Full Time

Reports To: Mayor

Job Type: Regular

Travel Required: Local

Work Schedule:
Monday through Friday,
8:00 am to 5:00 pm

POSITION SUMMARY

Under the administrative direction, plans, organizes, controls, and directs the City Clerk's Office operations; at the direction of the Mayor, administers the scheduling and coordination of the City Council's agendas and public meeting notifications; serves as the City's Records Officer and maintains official City records; administers business licensing functions, ordinances and resolutions; ensures codification of ordinance; oversees the City's utility billing and supervises and evaluates the performance of assigned personnel.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

- Supervises, coaches, trains, motivates staff, plans, directs, coordinates, reviews work of assigned staff; assigns work activities, coordinates schedules, projects and programs and measure performance of the department and related staff; provides counsel, constructive feedback, reviews and evaluates work and makes effective suggestions, and implements and/or recommends corrective action, discipline, and termination procedures as appropriate/necessary.
- Directs the employment and hiring process, employee relations while managing the workflow.
- Develops, administers, and maintains a working knowledge of all City policies and procedures.
- Develops, administers, maintains, and oversees the Clerk's budget, including the annual budget; makes recommendations and forecasts for future funding needs for staffing, equipment, materials, and supplies.

- Recommends efficiencies to keep cost with established financial guidelines and approves department expenditures and implements adjustments.
- Serves as the City's Records Officer; coordinates and responds to request of public records, including all confidential records.
- Prioritizes requests and meets legal timelines.
- Researches, assembles, and reviews documents consulting with the City Attorney regarding legal procedures as needed.
- Administers maintenance of official City records and official seal. Recording, indexing, filing, and safe keeping and preservation of public records including: public meeting minutes and recordings, ordinances, resolutions, contracts, agreements, public hearing files and other recorded documents.
- Administers the scheduling and coordination of City Council agenda, coordinating activities with Mayor, Council, and Department Heads.
- Ensures notification of public meetings and public hearing meetings by all legal guidelines; assembles and prepares meeting packets of agenda memos obtaining all approvals as needed and attends Council meetings.
- Oversees the set-up of the meeting room; receives documents to be distributed to Council including exhibits and correspondence; responds to questions as needed; preparation of meeting minutes and distributes approved minutes.
- Receive Claims of Damages and legal actions against the City.
- Coordinates with the City Attorney and Cities Insurance Association of Washington Cities & Towns (CIAW); logs, maintain original documents and submits to appropriate department and staff; serves as contact for working with CIAW on all risk management issues.
- Administers business licensing issuance, including managing and review of City business license applications through the Department of Revenue website and in accordance with City ordinances and other regulations.
- Responds to research requests from staff and public, research City Council action through minutes, ordinances, resolutions, contracts, and property purchases.
- Certifies records on behalf of the City and attests to the Mayor's signature on documents.
- Performs notary service for City-related matters and the public.
- Coordinates and administers the codification of ordinance and distributes supplements city-wide.
- Coordinates elections with the Lewis County Auditor's Office to place propositions or measures on the ballots.
- Administers the Oath of Office for various officials.
- Assures compliance and accountability with federal, state, and local regulations, policies, and procedures.
- Prepares and presents staff reports and other necessary correspondence.
- Oversees utility billing, maintain utility billing data base, provide utility bill statements for all City utility services, manage collection of accounts arrearage, and prepare all documents necessary to assess liens for non-payment of utility services. Receipt payments and prepare required monthly and annual reports, and other time sensitive reports that may arise. Approve utility account adjustments, cash receipts and billing adjustments.
- In the absence of the City Treasurer, receive and record tax payments, any and all other monies received by way of City business, maintain complete records of the same, and forward funds to the City Treasurer for accounting and deposit of city accounts.
- Performs all duties imposed by state law or city ordinance.

SKILLS & ABILITIES

Education: Required,
High School Graduate or General Education Degree (GED):

Required,
Associate degree (two-year college or technical school):
Field of Study: Public Administration, Business Administration,
or related field, may substitute 6 years of experience managing
or supervising services within a public agency, such as records
management, City Council and Mayoral support, including 3
years of budgetary responsibility and staff supervisory.

Required Knowledge: Functions, activities, and responsibilities of the City Clerk's Office.
Federal, state, and local laws and regulations regarding public records, public meetings, legal notices, and other assigned functions.
Parliamentary procedures.
Structure and operation of state, county, and municipal governments.
City organization, operations, policies, and objectives.
Effective oral and written communication principles and practices to include public relations and public speaking.
Modern office procedures.

Required Skills: Planning, organizing, controlling, and directing City Clerk's office operations.
Interpreting legal requirements and independently establishing procedures, policies, and priorities.
Maintaining official City records.
Maintaining confidentiality of politically sensitive materials and information.
Understanding, interpreting, and codifying City ordinances.
Utilizing personal computer software programs and other relevant software affecting assigned work and in compiling and preparing spreadsheets.
Establishing and maintaining effective working relationship with staff, management, vendors, outside agencies, community groups and the general public.

Other Requirements: Possess a valid Washington State Driver's License,
Possess a Washington State Notary License,
Must be bondable,
Successfully pass Criminal Background Check. The following will disqualify any applicant from consideration.

- 1) Any felony convictions or commission of a felony in the previous 5 years.
- 2) Any non-traffic related misdemeanor within the previous 36 months.
- 3) Three moving violation convictions or a suspended, restricted, or revoked license in the previous 2 years.
- 4) A false, untrue statements or material omissions in the application and related paperwork or during the selection process.

PHYSICAL DEMANDS

N (Not Applicable) Activity is not applicable to this position.

O (Occasionally) Position requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

F (Frequently) Position requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

C (Constantly) Position requires this activity more than 66% of the time (5.5+ hrs/day)

Physical Demands

Stand	O
Walk	O
Sit	F
Manually Manipulate	O
Grasp	O
Reach Outward	F
Reach Above Shoulder	O
Speak	C
Climb	O
Crawl	O
Squat or Kneel	O
Bend	O

Lift/Carry

10 lbs or less	O
11-20 lbs	O
21-50 lbs	O
51-100 lbs	O
Over 100 lbs	O

Push/Pull

12 lbs or less	O
13-25 lbs	O
26-40 lbs	O
41-100 lbs	O

Other Physical Requirements

- Vision (Near, Distance, Color, Peripheral, Depth)
- Sense of Sound - Perceiving the nature of sounds at normal speaking levels with or without correction.
- Sense of Balance.
- Ability to wear Personal Protective Equipment (PPE) - ear plugs, hard hats, safety glasses.

The City has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the City reserves the right to change this job description and/or assign tasks for the employee to perform, as the City may deem appropriate.

City Council Approved on this day, ____ Month, _____, 2021