

**City of
ST. FRANCIS**

POSITION PROFILE

Effective Date: March 2021

Position Title: City Clerk

Status: Exempt

Department: Administration

Approved: _____

Accountable to: City Administrator

Primary Objectives

Performs skilled supervisory and administrative work fulfilling the statutory and charter responsibilities of the office of City Clerk; assists the City Administrator with human resource and administrative duties; performs related duties as required.

Supervision Received

Works under the general and/or administrative supervision of the City Administrator.

Supervision Exercised

Provides general and technical supervision to the Office Assistant and joint supervision with the Finance Director to the Accounting Technician/Deputy Clerk.

MAJOR AREAS OF ACCOUNTABILITY

- * 1. Performs all duties and responsibilities as authorized and directed by State Statute, City Code and City Charter, such as accepting, opening and recording bids, affixing the City Seal, administering oaths of office, publishing legal notices, etc.
- * 2. Plans, directs and oversees City Clerk operations and activities and establishes goals and objectives.
- * 3. Provides staff support to the City Council including preparing agendas and Council packets, attending Council meetings and taking minutes, and assisting the City Administrator to carry out the Council directives.
- * 4. Develops sound record keeping systems and procedures for official City records; researches and retrieves information as needed to conduct City business and maintains the City Code.
- * 5. Administers elections for national, state, county, municipal and Special District offices in accordance with State requirements and laws.

- * 6. Certifies official documents, including local approval of special laws pertaining to the City, special assessments to the County Auditor, plats of land within the City, tax levy resolutions, changes in regular municipal election date, voting machine testing and precinct boundary changes.
- * 7. Executes official papers and documents, including oaths of office and bonds of each municipal official, claims against the City, financial statements, audit reports submitted to the City by the State Auditor's Office, tax settlement receipts for the County Treasurer, and receipts of Court Fines.
- * 8. Responds to phone and in-person inquiries and requests for information and provides information and assistance on a variety of city issues.
- * 9. Manages the approval process for various City licenses; collects information, verifies requirements are met, obtains Police Department recommendation when needed, and issues the license once it is approved.
- * 10. Assists the City Administrator with the Administration Department budget and monitors expenditures throughout the year.
- 11. Assists Community Development in assigning house addresses for rural areas and assists in coordinating planning and zoning questions with Community Development.
- 12. Supervises staff including: interviewing and recommending hire, training, coaching, providing direction, assigning and reviewing work, evaluating performance and recommending or administering reward and discipline.
- * 13. Assists the City Administrator to enforce union contract provisions, personnel policies and safety rules and practices.
- * 14. Conducts research on a variety of issues and prepares reports and recommendations and performs special assessment searches.
- 15. Develops and maintains a positive, productive working environment so personnel are motivated to perform to the best of their abilities.
- * 16. Assist the City Administrator with human resource functions such as administering the pay plan and labor agreements, ensuring compliance with pay equity, managing the recruitment and selection process for most City positions, processing worker's compensation and unemployment compensation forms and reports, managing the City's performance evaluation process and maintaining personnel files.
- * 17. Manages the insurance renewal process including working with benefits agents and/or providers, coordinating open enrollment meetings, answering benefit coverage and eligibility questions, and processing employee enrollments and changes.
- 18. Assures that new policies are distributed to all affected individuals and Personnel Policies are reviewed periodically for updates.

- * 19. Notifies the City Administrator of new Federal and State mandates, rules and regulations affecting general government; drafts ordinances and resolutions for Council approval.
- * 20. Acts as the City's designated Data Compliance Official for general City data and personnel data and is the designated Responsible Authority under the Minnesota Data Practices Act; oversees records retention and records management.
- * 21. Purchases office equipment and supplies; obtains approval for non-standard items or items over \$500.
- 22. Maintains strong ties to the Community and acts as a liaison to the Chamber of Commerce and other community organizations.
- 23. Plans City celebrations cooperatively with other City staff and assists with the work required for a successful City event.
- 24. Works with City Administrator to develop and implement a city communications program and plans that promote the vision, goals and positive image of St. Francis to citizens, business community and other governmental jurisdictions. Notable items include the Newsletter, the city website and social media accounts.
- 25. Performs other duties as needed or assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- * ➤ Considerable knowledge of election laws, City Code, records retention and data practices laws.
- * ➤ Considerable knowledge of the City Charter, statutory responsibilities of a City Clerk and other legal requirements governing municipal operations.
- * ➤ Considerable knowledge of budget preparation and administration.
- * ➤ Working knowledge of the functions, organization, staffing and operations of City Departments.
- * ➤ Considerable ability to analyze complex information, utilizes resources, develop alternatives and prepare reports.
- * ➤ Considerable ability to operate standard office equipment using word-processing and spreadsheet software.
- * ➤ Considerable ability to work cooperatively with other departments to meet the needs of the City Council.
- * ➤ Considerable ability to communicate effectively and tactfully, both orally and in writing, including making presentations.
- * ➤ Considerable ability to maintain confidentiality and to read, understand and enforce policies and procedures.
- * ➤ Considerable ability and to detect and correct errors and to develop and maintain a comprehensive record keeping system.
- * ➤ Considerable ability to promote and provide excellent customer service, to communicate effectively and tactfully and to maintain effective working relationships with City staff, public officials, commission members, businesses owners, state and county agencies and the public.
- * ➤ Considerable ability to organize and prioritize work, meet deadlines and to manage multiple tasks in a timely manner.
- * ➤ Considerable ability to analyze, interpret and apply or enforce the City code and relevant statutory and regulatory requirements.

- * ➤ Considerable ability to respond to questions and requests for information on a large variety of municipal issues.
- * ➤ Working ability to sit for long periods of time and to operate a personal computer including word processing and spreadsheet software.
- * ➤ Working ability to supervise and motivate staff.

MINIMUM QUALIFICATIONS

Five years of responsible deputy city clerk experience that included records management, assisting with elections, providing staff support for local government officials and skilled clerical work. An associate degree or bachelor's degree in public administration or a related field can substitute for two years or four years of experience respectively. Must be able to attain certification as a municipal clerk in the State of Minnesota within three years.

*Note: Asterisked items are essential to the job.