



# City of Tempe

## CITY CLERK

### JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	001	<i>FLSA Status:</i>	Exempt
<i>Department:</i>	City Clerk	<i>Salary / Hourly Minimum:</i>	\$107,343
<i>Supervision Level:</i>	Appointed	<i>Salary / Hourly Maximum:</i>	\$144,913
<i>Employee Group:</i>	SMT	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Unclassified	<i>Market Group:</i>	City Clerk
<i>Drug Screen / Physical:</i>	N	N	Officials and Administrators

### DISTINGUISHING CHARACTERISTICS

The City Clerk maintains the official records of the City government, oversees the preservation and accessibility of public records, provides notice of all City Council proceedings and records actions taken by the City Council, conducts fair and open municipal elections, and administers the City’s Boards and Commissions and Lobbyist Registration programs. The City Clerk also serves as the filing officer for the City.

Additionally, the City Clerk develops and promotes positive relationships with the City Council, Board and Commission members, City departments and staff, and builds strong community connections.

### REPORTING RELATIONSHIPS

Receives policy direction from the City Council.

Exercises direct supervision over professional, administrative, and clerical staff.

### MINIMUM QUALIFICATIONS

<i>Experience:</i>	Five years of professional-level experience in a municipal Clerk’s Office, including two years of administrative and management responsibility. Knowledge of pertinent Federal, State and local laws, codes and regulations related to municipal operations, elections, open meeting law, and records management. Knowledge of functions, authority, responsibilities of an elected City Council.
<i>Education:</i>	A Bachelor’s degree from an accredited college or university in business, public administration or related field. A Master’s degree is preferred.
<i>License / Certification:</i>	<ul style="list-style-type: none"> <li>● Required at time of application, certification as a Certified Municipal Clerk (CMC).</li> <li>● Possession of, or required to obtain within three years of hire, a Municipal Election Official certification from the Arizona Municipal Clerks’ Association/League of Arizona Cities and Towns.</li> </ul>

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|  | <ul style="list-style-type: none"><li>● Possession of, or required to obtain within two years of hire, an Election Officer certification from the State of Arizona.</li><li>● Master Municipal Clerk (MMC) certification is preferred.</li></ul> |
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## ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's values and strategic priorities. The City Clerk is responsible for the executive leadership, direction and management of the City Clerk's Office. This position administers the open meeting laws, maintains the official records of all City Council proceedings, serves as the Election Officer for the City, and performs other State and Municipal statutory duties for elected officials, voters and the public in order that all may be guaranteed fair and impartial elections, open access to information and the legislative process, and transparency in government, and monitors the use and preservation of the City seal to ensure that it meets the legal requirements of the City Charter, City Code and Arizona Revised Statutes.

## OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Ensure the preparation of agendas and minutes for the City Council Regular, Work Study Session, Special, Committee and Executive Session meetings, and ensure that recording of the Council actions are timely and accurate.
- Oversee follow-up activities resulting from Council meetings, including ensuring that resolutions, contracts, ordinances, etc. are in proper format and proper signatures obtained, track committee and commission actions, and assure documents are recorded in a timely manner.
- Maintain custody of the Corporate Seal of the City of Tempe and attest to official actions of the Council.
- Coordinate Department activities with those of other departments, boards, commissions, Council committees and outside agencies and advise on legal requirements in regard to assuring open meeting and records laws are followed.
- Attend all City Council meetings; record all official proceedings; supervise the preparation of minutes and other documents; direct the publication, filing, indexing and storage of all proceedings of the City Council.
- Oversee the City's Board and Commission program, Lobbyist Registration program and codification of the City Charter and City Code.
- Facilitate public records requests to foster transparency and trust in City government.
- Direct and oversee the development of the office work plan; assign and monitor work activities, projects and programs; implement policies and procedures; review and evaluate work products, methods and procedures.
- Coordinate and direct the records management program for the City.

- Supervise the development and administration of the office budget; direct the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement midyear adjustments.
- Work with a variety of officials representing State and County government in the coordination of activities related to elections, open meeting laws and records retention.
- Serve as chief election official. Plan, direct and administer periodic City elections in accordance with the City Charter, City code, State statutes and Federal regulations.
- Maintain an awareness of constantly changing laws, rules and regulations governing all aspects of elections, open meeting laws and records, so that the City Council can be alerted and the city's operations carried out in a lawful manner.
- Act as the city's representative and as the public contact person in dealing with the public, other government agencies and businesses.
- Oversee posting and advertise official meetings, public hearings, and other documents of public interest.
- Coordinate office activities with those of other departments and outside agencies and organizations; prepare and present staff reports and other necessary correspondence to Council. Translates policy statements into working programs and procedures that support the policy direction of the Council.
- Select, train, motivate and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Administer and direct special projects and programs; formulate and recommend policies, regulations and practices; consult with and advise City staff to implement projects and programs.
- Implement best practices, streamline work processes, and work cooperatively and jointly to provide quality customer service.
- Advise and assist the City Manager, department management, and employees in a variety of work related matters, including the interpretation and application of policies and process.
- Serve as filing officer for claims, summons and complaints.
- Assist the public and City staff by providing information and research assistance.
- Have a strong commitment to value diversity in the Department and the City.
- Provide pro-active performance planning utilizing the City's Strategic Priorities.
- Perform related duties as assigned.

## PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Work in a stationary position at desk or at computer for considerable periods of time;
- Operate computers, calculators and other office machines;
- Extensive reading and close vision work;
- May work alone for extended periods of time at the office;
- May require working extended hours.

## COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i>  <a href="#">City of Tempe, AZ : Competencies</a></p>		

<b>JOB DESCRIPTION HISTORY</b>
<p><i>Effective Date November 1988</i>  <i>Revised April 1997</i>  <i>Revised July 2000</i>  <i>Revised January 2010 (Updated Purpose paragraph, Supervision received &amp; exercised, Job duties, Minimum quals and added Competencies)</i>  <i>Revised Nov 2010 (Removed optional driver's license statement)</i>  <i>Revised Dec 2018 (Updated MQs, job duties, physical demands and environmental)</i></p>