



**Job Title:** City Clerk/HR Director  
**Department:** Administration  
**FLSA Status:** Exempt, Salaried, Full Time  
**Revised Date:** 3/1/21 (Council Approval)

### **Accountability**

Under the direction of the City Administrator and in compliance with State Statute and City Code.

### **Job Summary**

Performs managerial work in municipal government; supervises and manages operations and personnel in the City Clerk Office; prepares and maintains official municipal records; conducts or reviews wage and benefit survey work and calculations; responsible for the administration of the City's personnel system; assists City Administrator with employee performance evaluations; performs the duties of Civil Service Secretary/Chief Examiner and Secretary to the Community Redevelopment Authority.

### **Essential Job Functions**

Administrative: Plans, directs and supervises the daily operations of the City Clerk Office; performs and supervises the maintenance of official city documents and records including electronic records; develops and prepares Council and Committee meeting agendas and packets under the direction and assistance of the City Administrator; attends and records the minutes of meetings of the Mayor and Council; supervises the keeping of the agendas and minutes of all Board and Commission meetings; manages the Tax Increment Financing (TIF) files and records; exercises independent judgment concerning knowledge of the City's laws, regulations, and procedures; assists City Administrator in performing responsible administrative work in analyzing, controlling, recommending and implementing city policy; provides management assistance to Department Heads as requested, or in the absence of City Administrator; provides clerical support for the Mayor; performs duties as Secretary/Chief Examiner of the Civil Service Commission and Secretary to the Community Redevelopment Authority; coordinates insurance and liability claims filed by or against the City; coordinates workers compensation claims and Family Medical Leave Act (FMLA) documentation; coordinates with City office staff the City website and social media accounts; prepares budget for City Clerk Office and personnel; regular and reliable attendance; other duties as assigned.

Personnel Management /Development: Organizes and maintains personnel records for city employees; reviews and approves employee time cards for payroll processing; oversees use and maintains records of all employee leave requests; recommends updates to the City personnel policy and city code relating to personnel issues; coordinates and calculates comparability survey results for the city's classification and pay plan ordinance, shares changes with payroll department, and provides information to employees; communicates with employees regarding compensation, benefits and other facets of their employment; oversees the recruitment, hiring, training, career development, compensation and benefits, employee evaluations, employee relations, disciplinary and grievance issues, and ensures all employees and personnel policies are in compliance with federal, state, and in-house regulatory requirements and procedures; interprets and advises on employment legislation; develops and implements policies on a variety of workplace issues such as disciplinary procedures, absence management, working conditions, performance management and equal opportunities; works directly with legal counsel on employee matters.

Technical: Operates the computer and coordinates communication of the City's Information Technology (IT) needs with the consultants; operates copier, calculator, base radio, fax machine, and typewriter in daily activities.

### **Additional Duties and Responsibilities**

Assists with information for utility rate studies; provides assistance with the yearly audit; assists and coordinates in-house management training activities; assists City Administrator in the management of the City's employee evaluation system; prepares reports for the Mayor, Council and City Administrator; works with insurance providers and pension plan providers; assists in administering city grants; updates the drug and alcohol testing program; checks names on petitions and other documents against official registration lists.

### **Knowledge, Abilities and Skills**

Good oral and written communication skills required to effectively communicate on a daily basis with elected and appointed officials, City employees and the public; high degree of organization skills; ability to sit and/or stand for long periods of time; ability to learn and interpret rules, regulations, laws and ordinances; strong supervisory skills required; ability to work evenings or whenever meetings are scheduled; ability to attend meetings and/or conferences in town or out of town; ability to type from copy at a rate of 60 wpm.

## **Education and Experience**

Graduation from high school or equivalent; five (5) years of progressively responsible supervisory experience; three years of experience with various computer programs and functions; Bachelor's Degree in Business Administration, Public Administration, Political Science or related field is desirable; or any equivalent combination of experience or training.

**Note:** *The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. This job description may be changed or updated at any time without notice.*