



# City of Winder

**Job Description: City Clerk**

**Department: General Administration**

Rev 7/13

**EEO Function:**

**Pay Grade: 20**

**EEO Category:** Professional

**Status:** Exempt - Appointed

**Pay Type:** Salary

**Position Number:** 1260

## **I. Chain of Command/ Reports To**

City Administrator  
Mayor and Council

## **II. Job Summary**

Provide professional and confidential administrative support to the City Administrator, Mayor, City Council and other members of management as required. Prepares records such as agendas, notices, minutes, and resolutions for meetings, and distributes materials in accordance with the law. This position requires strong communication and computer skills; as well as, organizational, and project coordination skills. Requires the ability to work well with all levels of management, staff, and the public. This position requires a high degree of adaptability. Incumbent will be faced with a variety of duties and responsibilities on a day to day basis and will be expected to manage these appropriately. Demonstrates good judgment and professional behavior at all times. Normally receives little instruction on daily work and general instructions on newly introduced assignments.

## **III. Essential Duties and Functions**

- Handles confidential files and materials.
- Assists the City Administrator and Mayor with the preparation of the Council agendas and supporting materials including public notification, and distribution of agenda packages.
- Post all Notices of Public Hearings.
- Prepares and maintains Council proceedings, minutes, and actions.
- Performs follow-up activities resulting from Council meetings, including transcribing and distributing minutes, and ensuring that resolutions and ordinances are in proper format and notarized.
- Assists with the preparation of resolutions, ordinances, referendums, charter amendments, and other related documents.
- Serves as the custodian of the City Seal, official records, and ensures the City is in compliance with record retention.
- Maintains the City Municipal Code.
- Monitors contracts and other agreements ensuring they are signed and recorded in a timely manner.
- Attests to the proper execution of all public documents.
- Assists with the filing of annexations.
- Maintains files for City appointments to boards and committees.

- Serve as Filing Officer for Campaign Disclosure Forms and Statements of Economic Interest as permitted by law.
- Coordinates and oversees the City's open records and ensure compliance with all related procedures.
- Receives and processes through the City Attorney all legal claims and lawsuits against the City. Keeps the City Administrator, Mayor and Council aware of all pending and active actions.
- Assists the City Administrator with reports and research projects.
- Assists with public relations activities.
- Maintains calendars for the Mayor and Council as requested.
- Works with the Finance Department to process various expenses.
- Assists with scheduling training and travel arrangements for appointed boards, the City Administrator and elected officials.
- Attends City Council meetings.
- Serves on various committees as appointed.
- Assists the City Administrator, Mayor and Council with clerical support.
- Performs related duties as assigned.

#### **IV. Knowledge, Skills, and Ability:**

- Knowledge of and understanding of City Charter.
- Knowledge of municipal filing requirements and records management procedures.
- Knowledge of Georgia Open Records requirements.
- Advance knowledge of Microsoft Word and Excel.
- Ability to use City software as intended.
- Ability to maintain confidentiality.
- Ability to maintain good moral turpitude.
- Ability to correctly interpret and apply City policies.
- Ability to maintain and organize City documents.
- Ability to operate a variety of office equipment (i.e. phones, fax, printers, computer, etc.).
- Ability to proof documents for accuracy and completeness.
- Ability to coordinate and conduct complex, multi-phase projects and programs.
- Ability to pass drug testing as noted in policy.
- Ability to facilitate group participation and consensus building.
- Ability to communicate clearly and concisely in English.
- Skill in understanding and following oral and/or written instructions.
- Skill in establishing and maintaining effective working relationships with City employees and the public.

#### **V. Licenses and Certifications Required**

- Notary Public Certification from the State of Georgia
- Must meet State law (O.C.G.A. sections 36-1-24 and 36-45-20)

## **VI. Qualifications**

- A Bachelor's degree from an accredited college or university with major course work in political science, public administration, business administration, communications, law, or a related field.
- A Master's degree or Juris Doctor degree may substitute for 3 years of experience.
- Five (5) years of progressively responsible experience performing professional administrative support and complex administrative duties. Experience in a Municipal Government is strongly desired.
- Possession of certification as a Georgia Certified Municipal Clerk is highly desirable.
- No felony convictions as an adult.
- Work evenings, weekends and/or holidays as required.

## **VII. Physical Requirements**

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and communicate effectively in writing and verbally. The employee frequently is required to stand, walk, sit for extended periods, and use the computer keyboard and mouse. The employee is occasionally required to stoop, kneel, and crouch. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Occasionally lift and/or move up to 35 pounds.

Hearing: Hear in a normal audio range with or without correction.

## **VIII. Working Conditions:**

This position works in an office environment. While performing essential duties of the job, employees work in an environment under constant deadlines, frequent interruptions and a high degree of contact with the employees and public. This position may be exposed to dust, cleaning fumes, and works around office equipment. The noise level in the work environment may be moderate to loud.

Some travel may be required to maintain training requirements.

## **IX. Supervisory Controls/Responsibility:**

May provide lead work direction and guidance to other employees, providing assistance on assigned projects.

*The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.*