

# CITY OF BELLINGHAM

## JOB DESCRIPTION

**JOB TITLE:** Deputy City Clerk

**E-PLAN**

**SG:E1-10**

**DEPARTMENT:** Finance

**CS:N**

**FLSA:Y**

**EEO4CODE:AS**

### **JOB SUMMARY:**

Under the direction of the Finance Director, performs various delegated City Clerk duties and administrative tasks for the Finance Department. Responsible for attending, recording, and preparing minutes of City Council meetings and other board meetings; maintaining the records associated with the proceedings of the City Council and all official City documents; oversees the activities of the City's records center; responds to public records requests, publishes legal notices, and provides information to the public. Work requires confidentiality and discretion in a sensitive public environment and ability to establish and maintain effective working relationships with elected officials and other staff.

### **SUPERVISORY RELATIONSHIP:**

Reports to the Finance Director. Works independently under the guidance of the Finance Director or designee, State laws, public disclosure/privacy laws, City ordinances, regulations, and department policies and procedures. Supervises employees assigned to the Records Center.

### **ESSENTIAL FUNCTIONS OF THE JOB:**

#### City Council Meetings/Minutes

1. Attends and records City Council meetings and council committee meetings, prepares and distributes agenda follow-up, and minutes of record. Provides information on routine parliamentary procedure to Council; indicates Council action on agenda bills; and sends electronic agenda follow-up promptly following City Council Meeting. Following final adoption of ordinances and resolutions, obtains signatures as required; updates Legislative Log and other related records; reviews Council actions with Legislative Assistant. Provides technology assistance to staff and citizens during Council Meetings as needed.

#### Custodian of City Records

2. Responsible for the maintenance and retention of official City records including Council agendas and minutes, ordinances, resolutions, citywide contracts, deeds, and easements for City owned properties and City-owned vehicles. Updates records databases as required.
3. Oversees the City-wide records management program ensuring proper access, storage, retrieval and disposal of records in the records center in accordance with State Archivist policies, procedures and retention guidelines. Answers questions and provides assistance to City departments in records management services and procedures as needed.
4. Supervises employees assigned to the records center; ensures delivery of quality customer service and compliance with policies and procedures. Effectively recommends hire, assigns

work, provides direction and training and evaluates performance. Recommends and delivers corrective action as appropriate.

5. Coordinates the Finance Department's response to public disclosure requests under the Public Records Act. Receives requests, responds directly or works with department staff to locate responsive records and communicates with requestors to finalize the City's response. Coordinates with the legal department to ensure compliance with all legal requirements and applicable City policies.
6. Receives Claims for Damages submitted to Finance Director and maintains a record of claims filed against the City of Bellingham.
7. Archives contracts, ordinances, deeds, easements, and City Council proceedings, and arranges for electronic archiving of City records as needed.

Administrative Support

8. Provides administrative assistance to the Finance Director and Finance Department. Supports Finance Department communications by preparing, composing, and/or editing a variety of written or spoken material including confidential correspondence, memos, agenda bills, and reports.
9. Acts as secretary to the Police and Fire Pension Boards; prepares meeting agendas, composes, types and distributes minutes; conducts Pension Board elections; handles confidential disability and other records.
10. Recommends to the Finance Director new and revised policies, procedures, and/or record keeping systems; implements changes to procedures and systems as directed by the Finance Director or mandated by state law.
11. Publishes legal notices of adopted City ordinances and resolutions in accordance with State law and the City Charter.
12. Maintains and orders Finance Department office supplies; assesses need and prepares options for departmental equipment, i.e. copier, fax, furniture.

Bonds and LIDs

13. Provides assistance to Finance Director and other City staff in the preparation of bonds and local improvement district (LID) documents.

**ADDITIONAL WORK PERFORMED:**

1. In the absence of the Legislative Assistant, assembles, prepares and distributes the weekly City Council packets and agendas, and attends Council committee meetings.
2. Coordinates Utility Hearing Board appeals.

3. Receives initiative petitions submitted to Finance Director; files with County Auditor and ensures appropriate communication with staff, citizens and County Auditor, as needed.
4. Performs notary public services on City documents.
5. Performs related duties as assigned.

**PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):**

Skills:

- Excellent literacy skills including reading, composition, knowledge of standard and business English usage, punctuation, spelling, grammar, and format.
- Excellent interpersonal skills to deal with the public, staff, elected officials and media using courtesy and tact in sensitive or high pressure situations.
- Excellent listening skills and the ability to communicate orally and in writing in clear concise language appropriate for the purpose and parties addressed.
- Problem solving, decision making, time management, planning and organizing skills.
- Proficient in the use of standard software applications including word processing, spreadsheet, presentation, database management and document/records management programs.

Knowledge of:

- The Municipal legislative process, public notice requirements, Open Public Meetings Act, Public Records Act and Roberts' Rules of Order.
- Communication, education and public involvement strategies, and how to apply them in a municipal environment.
- Municipal administration and familiarity with the functions and activities of the departments and divisions of municipal government.
- State and local related codes and regulations, policies and procedures regarding legislative procedures and public notice requirements.
- Records management principles; ability to apply principles to actual City records.
- The municipal master file plan, procedures and methods of records indexing and storage.
- Systems and mediums on which information may be created and organized including paper, forms, microfilm, and computer applications.
- Knowledge of general business principles and practices.

Ability to:

- Understand and apply ordinances, laws, policies and procedures applicable to the scope of work.
- Maintain the highest level of professionalism, tact and discretion in a high-pressure environment.
- Tolerate stress and handle several tasks simultaneously while maintaining accuracy and attention to detail in an environment of frequent interruptions.
- Work independently and assume responsibility in carrying out position responsibilities.
- Exercise sound judgment to solve problems in stressful situations.
- Organize, prioritize and schedule work to meet legal and business deadlines and demands of peak workloads while maintaining accuracy and attention to detail.
- Apply critical thinking and problem solving skills.
- Handle information with discretion and maintain the confidentiality of sensitive information and materials.

- Deal tactfully with the public and respond effectively in potentially confrontational situations.
- Communicate and work effectively with co-workers, City employees, public agencies, attorneys, and the public.
- Maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physical ability to perform the essential functions of the job, including:
  - Minimal physical exertion requirements.
  - This is a stationary position which may require sitting or standing for long periods of time;
  - Frequently operate a computer and other office machinery such as keyboard, mouse, phone and fax machine;
  - Frequently communicate and record accurate information and ideas with others;
  - Occasionally transport objects weighing up to 50 pounds;
  - Occasionally squat, twist, bend, reach, and climb ladders.

**WORKING ENVIRONMENT:**

Work is performed in an office setting. Environment includes a normal range of noise and frequent distractions and interruptions with very low everyday risks working around standard office equipment. Attendance at regularly scheduled City Council evening meetings as well as occasional committee meetings is required. Day work schedule may be adjusted due to attendance at evening meetings. Exposure to outdoor weather conditions is minimal.

**EXPERIENCE AND TRAINING REQUIREMENTS:**

- High school diploma or General Equivalency Diploma (GED) required. College or vocational training in area related to the position, such as office management, public administration, or other related area is preferred.
- Five years of increasingly responsible records management experience or equivalent experience in an office environment with responsibility for maintaining records systems and composing meeting minutes for a large organization.
- Demonstrated proficiency in the use of computer software including word processing, spreadsheets, database and computerized recordkeeping systems, document/records management and other technology applications required.
- Keyboarding skills required at 50 words per minute.
- Municipal or other governmental experience strongly preferred.
- Specialized training in records management preferred.
- Combination of education and experience that provides the applicant with the required knowledge, skills and abilities to perform the job will be considered.

**NECESSARY SPECIAL REQUIREMENT:**

- Employment contingent upon passing a criminal convictions and local background check.
- Notary public certification preferred or ability to obtain within three months of hire.
- Municipal Clerk Certification preferred

**PREPARED BY:** L. Carpenter  
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5/86, 1/87, 4/89

**REVIEWED BY:** \_\_\_\_\_  
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Finance Director

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