

CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: Deputy City Clerk

E-PLAN

SG:E2-9

DEPARTMENT: Finance

CS:N

FLSA:N

EEO4/SOCCODE:AS/11-9199

JOB SUMMARY:

Provides oversight and direction to City staff and the public regarding Citywide records, information management programs and initiatives, and Public Records Act requests, ensuring compliance with applicable state and local laws. Serves as the custodian and primary point of contact and accountability for the City's document management and electronic signature software systems. Oversees training and provides information and education to City departments regarding records software navigation, and records and information lifecycle and storage. Oversees Department administrative support functions involving personnel and public records requests.

Administratively coordinates the logistics and technology needs of City Council Meetings. Memorializes Council meeting discussions, deliberations, and decisions per the municipal legislative process involving the Open Public Meetings Act, Public Records Act, and Robert's Rule of order. Responsible for maintaining historical legislative records and information.

The work requires a high degree of confidentiality and discretion in a sensitive public environment, as well as extensive collaboration with elected officials and staff.

SUPERVISORY RELATIONSHIP:

Reports to the Finance Director/City Clerk. Works independently in developing and managing procedures and work routines under the guidance and delegation of the Finance Director and applicable federal, state and City laws, rules and regulations. Works closely with and may receive guidance from the City Council, City Attorney, Deputy Administrators, Communications Director and Legislative Office Manager. Supervises staff dedicated to records management, public disclosure, and mail/office assistant duties. Works closely with Information and Technology Services Department (ITSD) staff on document management and digital signature systems.

ESSENTIAL FUNCTIONS OF THE JOB:

Public Records & Records Management:

1. Serves as the City's Public Records Officer in accordance with the Public Records Act and State Archivist policies, procedures and retention guidelines. Develops and implements goals, objectives, policies, and priorities for the management of City records and public disclosure responses. Plans, organizes and directs Citywide records and information management and public disclosure programs; ensures proper access, format, storage, retrieval, and disposition of records in the Records Center and document management system. Answers questions and provides direction to City departments in records management services and procedures.
2. Develops and manages the curriculum of Citywide records management and Public Records Act trainings, materials, and programs for City staff and elected officials. Works closely with

departments to establish records management and public disclosure best practices for record lifecycles. Supports and oversees the implementation of best practices for system and process change management, documentation of system processes and business practices, and the development of standards for processes.

3. Responsible for the maintenance and retention of official City records, including Council agendas and minutes; ordinances; resolutions; contracts; deeds; City-owned vehicles; employee payroll and pension records; and easements for City-owned properties.
4. Directly or through delegation to assigned staff, receives and distributes City contracts, attestations, agreements, and other public records.
5. Manages and administers records management and public disclosure software systems in accordance with state and local requirements. Oversees and maintains data integrity in systems through queries/reports and analyzing data to validate. Works with records staff and ITSD to ensure proper system administration.
6. Establishes and implements goals and objectives for updating and maintaining the document management, public disclosure, and electronic signature software systems. Works closely with ITSD staff and departmental personnel to integrate software systems with records/document management systems.
7. Serves on interdepartmental committees focused on records and information management. Manages the document management system project team, which is responsible for gathering, analyzing and assisting in the implementation of digital records and information maintenance systems updates or new solutions.
8. Advises, supports, and makes recommendations to the Finance Director/City Clerk on new and revised policies, procedures, and technology solutions to maintain and enhance the records and information management program. Implements changes to policies, procedures, and systems as assigned and approved by the Finance Director/City Clerk.

City Council:

1. Attends and formally records City Council and Council Committee meetings. Indicates Council action on agenda bills and prepares and distributes electronic agenda follow-up, minutes of record, ordinances and resolutions. Ensures adequate administrative or clerical support and technology resources and guidance are available for all Council meetings.
2. Coordinates with the Legislative Office Manager or other Council staff as needed regarding administrative support for Council meetings. Provides technical support regarding meeting procedures, forms, and Council agendas, and reviews Council Actions with Council staff. In the absence of Legislative Staff, assembles, prepares, and distributes the weekly City Council packets and agendas. Serves as back up coverage for the Legislative Office Manager to provide information to City Council on municipal legislative process regarding the Open Public Meetings Act, Public Records Act, and Roberts' Rules of Order.
3. Responsible for maintaining archival of City Council legislative records information.
4. Publishes legal notices for adopted City ordinances and public hearings in accordance with state law and the City Charter. Prepares and records the oaths of office for elected officials.

Administrative Services:

1. Provides high-level administrative support to the Finance Director and Department. Provides feedback on written communications including confidential correspondence, memos, agenda bills, and reports.
2. Organizes and maintains the Department's personnel and payroll/timesheet records in coordination with Human Resources and department personnel. Gathers required information and forms for data entry, distribution and record-keeping.
3. Supervises assigned staff. Participates in hiring, assigns and reviews work, develops performance standards and monitors performance, conducts performance appraisals, provides training and attends to performance issues.
4. Directly or through delegation to assigned staff, coordinates, organizes and ensures maintenance of department supplies, office equipment and furniture. Assesses inventory, condition or need, formulates options and makes recommendations regarding purchase or repair.
5. Serves as the secretary to the Police and Fire Pension Boards. Prepares meeting agendas and minutes; implements policies and procedures; conducts Pension Board elections; handles confidential disability and other records.
6. Receives Claims for Damages submitted to Finance Director and maintains a record of claims filed against the City of Bellingham.

ADDITIONAL WORK PERFORMED:

1. Coordinates the Utility Hearing Board appeals. Schedules the appeal meeting with the citizen and City representatives and documents credits and disputes.
2. Assists the Finance Director and other City staff in the preparation of bonds and local improvement district (LID) documents.
3. Receives initiative petitions submitted to Finance Director/City Clerk; 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 other related work of a similar nature and level.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:

- System administration and best practices for change management.
- Best practices of records management principles; ability to apply principles to City records.
- The municipal master file plan, procedures and methods of records indexing and storage.
- 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.

Skill in:

- 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.
- Critical thinking and the ability to make connections citywide.
- Demonstrated skill and experience in initiating and leading entity-wide system and process changes.
- Proficient in the use of software applications including Microsoft Office, database management and records management applications.
- Experience successfully managing employee performance.

Ability to:

- Understand and apply ordinances, laws, policies and procedures applicable to the scope of work.
- Develop and maintain a working familiarity with Council business and priorities, current and on-going City legislative issues.
- 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.
- Manage or lead teams to achieve goals.
- Train staff on business processes and system utilization.
- Apply critical thinking and problem-solving skills.
- Communicate and work effectively with co-workers, City employees, public agencies, attorneys, and the public.
- Maintain the absolute confidentiality of sensitive files, data, and materials accessed, discussed or observed while working with City staff.
- Function as a member of the Finance Department management team.
- 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:
 - Occasionally sit or stand 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.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Bachelor's degree in Business Administration, Public Administration or related area.
- Four years of increasingly responsible records management experience or equivalent experience in an office environment with responsibility for maintaining records systems and composing formal meeting minutes for a large organization.
- Two or more years' experience with information management systems including project management and initiating and leading entity-wide system and process changes.
- One year of supervisory experience.
- Keyboarding skills required at 50 words per minute.
- Municipal or other governmental experience strongly preferred.
- Specialized training in records management preferred.
- An equivalent combination of education and experience sufficient to provide the applicant with the knowledge, skills and abilities to perform the essential functions of the job will be considered.

NECESSARY SPECIAL REQUIREMENT:

- Employment contingent upon passing a criminal convictions check, local background check, and fingerprinting. Subject to re-check every five years.
- Complete and maintain the Criminal Justice Information Services (CJIS) Security Awareness Certification within three months of hire.
- Willingness and ability to attend and participate in evening meetings.
- Notary public certification preferred or ability to obtain and maintain within three months of hire.
- Public Records Officer Certification preferred
- Municipal Clerk Certification preferred.

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

REVIEWED BY: _____
Andrew Asbjornsen
Finance Director

REVISED BY: L. Carpenter/D. McLeod
3/94
T. Holm/K. Hanowell
2/00
L. Hill/T. Holm
3/02
John Carter/L. Anderson
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L. Anderson/A. Sullivan
2/15
A.Asbjornsen/A.Sullivan
1/22
A.Asbjornsen/M. Barrett/E. Weinberg
1/25