CITY OF BURIEN, WASHINGTON
JOB DESCRIPTION

Title: City Clerk
Dept. Administrative Services
FLSA Status: FLSA Exempt
Reports to: Administrative Services Director
Salary Grade: 690

The City of Burien believes that each employee makes a significant contribution to our success. This job description is designed to outline primary duties, qualifications and job scope. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

General Position Summary

Serves as the Public Records Officer and performs a variety of professional and supervisory work developing, implementing and overseeing the services, programs and activities of the City Clerk's office, including serving as the statutory clerk of the City Council, the official record manager for the City's official records, maintaining the City Clerk functions in compliance with federal, state and city regulations and procedures, and assist citizens and business owners with participation in City Government sponsored activities and events.

Essential Functions

- Supervises the preparation and review of City Council meeting agendas and packets; supervises the preparation of minutes for Council meetings and workshops.
- Attends City Council meetings.
- Supervises the publication, recording, distribution, indexing and retention of City Council proceedings and provides information on Council action as requested.
- Coordinates the setup of Council chamber for meetings.
- Performs administrative and research functions for City Council, assists with the facilitation of communication between the City Council and other City Departments.
- Serves as custodian of official City records and corporate seal of the City.
- Responsible for the City's Public Records Disclosure and Records Management process as the City's Public Records Officer.
- Process, complete and respond to Public Records Act requests. Interpret request, communicate and coordinate with department, project managers or requestors searching for records. Review records for responsiveness and exemptions, and create redactions and withholding log.
- Codifies and certifies records. Oversees the preparation and publishing of official legal notices such as public hearing, special Council meetings, advertisements for bids and other notices in accordance with established procedures and legal requirements.
- Officiates at bid openings and prepares bid results.
- Oversees oath of office procedures, notary public and voter registration services.
- Coordinates local election with King County Election Division.
- Accepts filing of claims against the City.
- Supports the relationship with the City of Burien and constituent population by demonstrating courteous and cooperative behavior when interacting with clients, visitors and City staff.
- Supervises the management of the City's citizen advisory committee's appointments assuring that vacancies are filled in a timely manner.

- Selects, trains, schedules, assigns and reviews work of assigned personnel; determines proper staffing levels; supervises and evaluates performance of staff; implements disciplinary actions as needed.
- Prepares, reviews and edits draft ordinances and resolutions.
- Monitor related fiscal operations and assist with related budget preparation, assure the efficient and economical use of funds, materials and time.
- Ensures City Council policies and procedures are followed.

Secondary Functions

- Assists with budget preparation for City Clerk-related information.
- Coordinate the set-up of rooms for meetings.
- Serves on and participates in various committees.
- Performs other duties as assigned.

Job Scope

The position involves a wide diversity of work situations requiring a high degree of complexity. Under minimal supervision, the incumbent operates from specific and definite directions and instructions, and contributes to the development of new concepts.

Supervisory Responsibility

The City Clerk supervises the Deputy City Clerk and may supervise other staff as assigned.

Interpersonal Contacts

The City Clerk interacts with elected officials, other staff, and the public on a daily basis.

Specific Job Skills (KSAs):

Knowledge of:

- Functions, activities and responsibilities of the City Clerk's Office.
- State and local laws and regulations regarding public records, elections and public meetings.
- Records management systems, techniques and technology.
- Principles and practices of records retention, record keeping, records management and public records requests.
- Technical procedures for archiving, indexing, and retrieving public documents.
- Structure and operation of state, county and municipal governments.
- Parliamentary procedures.
- Proficiently use Microsoft products (i.e. Word, Excel, Outlook, PowerPoint, Access etc.).
- Oral and written communication skills.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Principles and practices of supervision and training.
- Applicable federal, state and local laws, codes, regulations, policies and procedures.
- Advanced research methods.
- City organization, operations, policies and objectives.

Ability to:

- Plan, organize and direct operations of the City Clerk's office.
- Coordinate essential procedures and activities to support City Council legislative activities.
- Maintain confidentiality of politically sensitive materials and information.
- Understand, interpret, and codify City ordinances.
- Direct and participate in the retention, retrieval, organization and destruction of official records and documents.
- Research, analyze, interpret, organize and report on data.
- Communicate effectively both orally and in writing.
- Accurately read, interpret, apply and explain codes, rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Accurately analyze situations and adopt an effective course of action.
- Meet schedule and legal time lines.
- Work independently with minimal supervision.
- Plan and organize work, assessing and prioritizing multiple tasks, projects and demands.
- Select, train, supervise and evaluate personnel.
- Work efficiently in a fast-paced work environment subject to frequent interruptions.
- Effectively utilize quality customer service and dispute resolution techniques.
- Operating a computer using standard and specialized software.
- Entering information into a computer system with speed and accuracy.
- Work evening meetings on a regular basis.

Mental Activities

Position requires continuous decision making, strong interpersonal skills, excellent customer service, teamwork, creativity, use of discretion, training/supervising, independent judgment and/or action, and ability to write, understand, read, and speak English; and frequent problem analysis, mentoring, and performance of basic math; occasional negotiation and performance of advanced math.

Physical Activities

Position requires continuous hearing and talking; frequent sitting, fingering, feeling, grasping, handling, and repetitive motion of hands and wrists; occasional standing, walking, reaching, bending, and repetitive motions of feet. Position requires the ability to push, pull, lift and carry 25 pounds.

Education and/or Experience

Bachelor’s degree in public administration or related field and five years increasingly responsible City Clerk or municipal records management experience including two years in a supervisory capacity OR any combination of education and experience that would fulfill the requirements of the position.

Special Requirements

- Valid Certified Municipal Clerk status required.
- Valid Notary License.
- Washington Association of Public Records Officers Certification, or obtain within 1 year of hire.
- Records Management Certification preferred.
- Successful completion of pre-employment background check.

Job Conditions

Work is primarily performed in an office, which is busy, oriented to public service and subject to constant work interruptions. Employees may work under continual public and/or inter-departmental contact and pressure to meet timelines. Employees will have contact with dissatisfied or abusive individuals on occasion. The noise level in the work environment is usually moderate.

Frequent attendance at night meetings is required.

Revised 07102019