



City of Whittier

Gateway to the Western Prince William Sound

P.O. Box 608, Whittier, Alaska 99693

(907)472-2327 Fax (907)472-2404

JOB DESCRIPTION--CITY CLERK

Posting Date 7/11/2022

Closing Date (open until filled)

Position Title: City Clerk

Department: Administration

Supervisor: City Manager

Classification: Exempt, Salaried and Confidential Position

Pay Range: \$60,228 - \$93,434 Annually

Starting Pay Range: \$60,228 - \$69,984 Annually – DOE

POSITION SUMMARY: Provides quality administrative support to the City Manager, City's elected officials and staff. Serve the public by providing a liaison between the community and government through the dissemination of information. In accordance with the Whittier Municipal Code and Alaska statute 29.20.380(a), serves as City Clerk. Administers municipal elections, maintains city records and archives, custodian of city seal, and administers oaths of office.

ESSENTIAL FUNCTIONS: Essential and other important responsibilities may include, but are not limited to, the following:

1. In conjunction with the City Manager, help run city council meetings, prepare, and distribute agendas, take minutes, and publicize all information which is required to be publicized by the law.
2. Serves as parliamentarian using Municipal law and Robert's Rules of Order. Takes minutes and records all meetings
3. Pursue International Institute of Municipal Clerks (IIMC) certification by taking the Certified Municipal Clerk (CMC) Program. maintain secure copies of all City documents and council proceedings. Oversees and manages City record retention policy. Ensures proper maintenance and security of all city records.
4. Maintain and updates the official municipal code. Files code amendments with the state and other agencies as required by law. Interacts with code publisher to be sure the City's online code is current and correct.
5. Serves as FOIA officer. Provides access to public records and ensures public notice of all cities records as required by municipal code and state law.
6. Assists in legislative matters. Prepares reports, correspondence, resolutions, and ordinances for council agendas as directed.
7. Performs general office duties, such as dictation, typing, proofreading, distributing official forms, scheduling appointments.
8. Administers all municipal regular and special elections. Accepts filings for council. Ensures conformance with municipal code regarding publications, notifications, candidate verifications, certifications, recall initiatives and referendum petitions. Maintains all election records.
9. Serves as custodian of the city seal and attests seal to all documents as required.



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10. Supervise all local, state, and federal elections. Serves as registrar for all elections.
 11. Administers oath of office. Orients new council members in administrative and legal procedures and requirements. Posts notices of vacancies on council, commissions, and all other open seats.
 12. Handles the collection and management of documents related to ethics filings for political candidates including campaign contributions and financial disclosure.
 13. Collaborate with other City staff to assist in the implementation of goals objectives, policies, or priorities.
 14. Receives and records petitions, bonds, and miscellaneous claims.
 15. Provides clerical support to City Manager and department heads as needed.
 16. All other duties as assigned by the City Manager.

ESSENTIAL EDUCATION, EXPERIENCE AND SKILLS REQUIRED:

1. High School graduate or G.E.D. required. Associates degree or secretarial, municipal clerk, or legal assistant training preferred.
2. Minimum of five years' experience as an Administrative Assistant, Executive Secretary, Legal Secretary, Deputy City Clerk or City Clerk.
3. Ability to demonstrate increasingly responsible administrative experience acquired in a city clerk's office or city administrative office for a city of comparable size.
4. Ability to maintain the utmost confidentiality in handling all information.
5. Ability to handle multiple tasks and perform effectively under extended pressure.
6. Experience in Municipal law and Robert's Rules of Order preferred.
7. Experience in computerized records management and word processing systems preferred.
8. Certified Municipal Clerk (CMC) designation preferred.
9. Excellent oral and written communication skills.
10. Ability to conduct independent research utilizing written and oral resources.
11. Ability to compose correspondence and develop ordinances and reports.
12. Ability to maintain accurate and organized records.
13. Ability to work with the public, local and governmental officials and agencies with discretion, tact, and courtesy.
14. Possess and maintain a valid Alaska Driver's License.
15. Obtain Notary Public status.
16. While performing the duties of this job, employee will be required to walk; reach with hands and arms; balance; stoop; kneel; or crouch. The employee is frequently required to talk and hear; stand, sit for long periods of time; use hands to handle, feel and use computer keyboard. Specific vision abilities required by this job include close vision and depth perception; ability to look at computer screens for long periods of time.

The above job description is to be used as a guide for accomplishing organizational and department objectives, and only covers the primary functions and responsibilities of the position. It is in no way to be construed as an all-encompassing list of duties. 07/2022