

CITY CLERK

General Statement of Duties

Performs responsible administrative and fiscal work in the administrative functions of the City; supervises and participates in the development services for the City; serves as City Clerk for the management and safekeeping of official public records.

Distinguishing Features of the Class

An employee in this class performs a wide variety of administrative and fiscal tasks for the City. Work includes serving in the statutory role of City Clerk which includes preparing agendas and detailed minutes of Board meetings and for the publication, filing and safekeeping of all official City records in accordance with General Statutes and local ordinances, and assisting the public with information in those records. In addition, the employee supervises the development services for the City including planning, inspections and code enforcement. Work is performed in accordance with North Carolina General Statutes, City ordinances, codes, and policies, and regulations, and standard office procedures governing the responsibilities of City Clerks and municipal finances. Work involves considerable broad contact with the public, federal, state and local government officials, citizens, and the media. The employee works under the general supervision of the City Manager and is reviewed for accuracy of records, timeliness of activities, and public acceptance.

Duties and Responsibilities

Essential Duties and Tasks

Serves as City Clerk responsible as the official custodian of all public records including ordinances, proclamations, deeds, easements, resolutions, contracts, agreements, annexations and minute books; takes and prepares minutes of the Board of Aldermen meetings; maintains up to date charter and ordinances; stores and preserves historic records; provides public access and performs research as necessary; tracks Board appointments to committees and boards; executes legal documents by affixing the proper signatures of City officials and attesting to their compliance with general statutes and local ordinances and distribution; prepares agenda and issues notices; processes all ordinances, minutes, resolutions, proclamations, deeds, annexations, and other actions of the Council; administers oaths of office; coordinates codification of City codes.

Researches and compiles information as requested by the Mayor or Board; performs special project work as requested and in the most appropriate manner; handles confidential information; provides administrative support to Mayor, Board and Manager.

Supervises and participates in the work of development services including planning, inspections, and code enforcement; assists and guides the public, developers, and contractors through the development review process; provides public assistance with applications for Board of Adjustment, zoning permits, building permits, etc.; maintains UDO up to date and distributes updates as needed; schedules inspections; prepares agendas for Planning Board and Board of Adjustment; reviews minutes of those meetings.

Participates in hiring and supervises Planner, Codes Administrator, and Deputy Clerk; supervises planning studies, flood plans compliance, CAMA compliance, and zoning administration functions; conducts performance coaching and evaluations; oversees training and development of staff and ensures customer service excellence.

Participates in budget development including preparation of administration budget request; serves as part of senior leadership team for the City.

Advertises annexations and reports changes to the County; coordinates changes with county tax staff; ensures maps are maintained and updated.

Additional Job Duties

Performs related tasks as assigned.

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

Considerable knowledge of North Carolina General Statutes and of local ordinances governing general municipal services and the responsibilities of City Clerks, including the legal requirements relevant to preservation of official records and of City ordinances, codes policies, and procedures

Considerable knowledge of standard and approved practices and procedures employed in the processing, safekeeping and utilization of official City records and documents.

Considerable knowledge the principles, methods, procedures and strategies concerning a public information and communications, and of policies, regulations, guidelines and legal standards pertaining to the distribution of public information.

Considerable knowledge of the development review process, planning and inspections principles and practices, and zoning code and UDO requirements.

Considerable knowledge of office technology and specialized program software applications.

Considerable knowledge of grammar, punctuation, composition and layout; oral and written communication skills.

Knowledge of modern and effective supervisory principles and practices.

Knowledge of municipal budgeting and purchasing policies and procedures.

Some knowledge of laws and regulations related to hiring and supervision.

Skill in public contact, customer service excellence and collaborative conflict resolution.

Ability to coordinate and disseminate information regarding program and services to elected officials, staff, media and the community in an accurate and timely manner

Ability to work independently and to exercise sound judgment in the release and communication of public information. to prioritize, organize and use diplomacy and discretion.

Ability to establish and maintain effective working relationships with members of the press, elected and appointed officials, department heads, employees, and general public.

Ability to maintain confidential information.

Ability to motivate, train, and provide effective communications, performance coaching and evaluation with assigned staff.

Physical Requirements

Must be able to perform the basic life operational functions of climbing, reaching, walking, pushing, pulling, lifting, grasping, fingering, talking and hearing.

Must be able to perform light work exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Must possess the visual acuity to compile and compute data and information, to perform transcription tasks, operate a computer, do extensive reading and research, and proof and inspect finished written material.

Desirable Education and Experience

Graduation from an accredited college or university with a major in public or business administration or related field and considerable responsible administrative experience that includes knowledge of municipal development services; or an equivalent combination of education and experience.

Special Requirement

- Possession of a valid North Carolina driver's license.
- Possession of or ability to obtain Notary Public designation.
- Ability to obtain Municipal Clerk certification.
- Ability to obtain Zoning Administrator certification.