

**CITY OF CONCORD
CLASS SPECIFICATION**

CLASS TITLE: CITY CLERK
DEPARTMENT: CITY CLERK
REPORTS TO: CITY MANAGER

JOB CODE: 1705
DATE: 2/08

JOB SUMMARY:

This position oversees the day-to-day operations of the City Clerk's office in the preservation of city and vital records and the administration of elections. Serves as Clerk for City Council.

ESSENTIAL JOB FUNCTIONS:

Oversees and directs the daily operation of the City Clerk's Office; plans, organizes, directs, and manages the work and duties of the department to ensure completion of required duties in accordance with state and federal laws, the city charter, council rules, rules of the Department of Vital Records, and city policies and procedures.

Ensures the security of confidential data within the office relating to council, elections, and vital records.

Serves as liaison between citizens and the City Council and city administration.

Provides administrative support to the Mayor and members of the City Council; composes reports, communications, legal documents, and records of action; provides staff support at various meetings and committees; completes special projects as requested.

Acts as Clerk of the Council; attends City Council meetings; prepares, assembles, and coordinates monthly agendas and packets; tracks official council actions; notifies staff and citizens of official actions; records minutes; serves as point of procedural reference for the Mayor and members of the City Council.

Maintains council action databases and council planning agendas to ensure follow-up on given items and timely completion of specific actions in accordance with the City Charter, council rules, and state laws.

Responds to citizen questions, comments, and concerns on behalf of the Mayor and members of the City Council; communicates and coordinates with others to maximize the effectiveness and efficiency of interdepartmental operations and activities.

Oversees records management procedures for the city; ensures that historic records are maintained by the city in accordance with state law, the City Charter, and city policies and procedures.

Prepares, maintains, and updates rosters of membership to boards and commissions for the city; serves on committees as requested.

Maintains official ordinances and resolutions as approved by the City Council.

Prepares documents to be recorded and filed with the state; certifies official city and legal documents.

Oversees various aspects of personnel administration within the office in accordance with city policies, procedures, and applicable laws.

Certifies all vital records issued by the city; oversees the issuance, maintenance, and preservation of those records in accordance with state law and the rules of the Bureau of Vital Records.

Directs the daily issuance of vital records.

Develops policies and procedures designed to increase the efficiency and effectiveness of operations and to address constituent needs.

Attends meetings, conferences, workshops, and training sessions as well as reviews publications to become and remain current on the principle practices and new developments relating to duties performed within the City Clerk's Office.

Oversees, prepares, and conducts federal, state, municipal, and special elections for the City of Concord.

Coordinates ballot printing; verifies information; receives and verifies ballots; generates various voter registration reports as requested; ensures that voting machines are properly tested and prepared; ensures the accurate submission of election results to various agencies.

Oversees voter registration activities for the city; trains election officials and staff on mandated procedures, regulations, and guidelines relating to election activities.

Notifies election officials of expiration of terms; prepares political calendar for the city; receives filings for state and municipal elections; prepares warrant of items to be voted at each election; distributes warrants for posting.

Serves as notary and justice of the peace for legal documents.

Keeps abreast of current and upcoming changes to state statutes, election laws, vital record rules, and right-to-know laws.

Develops, recommends, and implements the operating budget for the department annually; monitors and administers approved budget.

Oversees the issuance of dog licenses in accordance with State RSAs.

Oversees the production of annual reports, resident guides, and other educational documents for distribution to residents within the city.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Personal Computer	Copier	Typewriter
Electronic Voting Machines	Cash Register	Calculator
Laminator		

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree from a four year accredited college or university in public administration or a related field.

Three years of progressively responsible management and office administrative experience which includes some experience working with executive level officials or staff.

Any combination of education, training and experience which provides the required knowledge, skills and abilities required for the job.

Licenses and Certifications:

IIMC Certified Municipal Clerk.

New Hampshire Certified Municipal Clerk.

Valid New Hampshire Driver's License.

Notary Public Certification.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

City government operations.

Relevant state and city laws and codes, including Open Meetings and Open Records.

General management principles, including principles of supervision.

Word processors or computers.

Mathematical computations.

Methods used to record minutes.

Record keeping, report preparation, filing methods, and records management techniques.

Correct English usage, including spelling, grammar, punctuation, and vocabulary.

General office procedures, policies, and practices, as well as basic knowledge of computer/VDT and other general office equipment.

Administration of staff and activities, either directly or through subordinate supervision.

Skill in:

Dealing courteously and diplomatically with the public, elected officials, and the media.

Communicating clearly and effectively, orally and in writing.

Preparing and compiling budgets.

Typing at a rate of 55 words per minute.

Analyzing and resolving office administrative situations and problems.

Researching, compiling, and summarizing a variety of informational and statistical data and materials.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Accurately proofreading copy with accompanying knowledge of grammar, punctuation, and spelling.

Planning, organizing, assigning, directing, reviewing, and evaluating the work of staff.

Selecting and motivating staff and providing for their training and professional development.

Preparing clear and concise reports, correspondence, and other written materials.

Mental and Physical Abilities to:

Establish and maintain effective working relationships with others.

Work under pressure and handle deadlines.

Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

Perform the duties of the position while sitting at a desk or table.

Occasionally lift light and heavy objects.

Climb ladders.

Working Conditions:

Work is performed in an office, storage area, and vault.

The employee may be exposed to much dust, dirt, or grease.