



EMPLOYMENT OPPORTUNITY Administration

POSITION: City Clerk (Regular Full-Time/Exempt)
DATE OPEN: February 4, 2020
DATE CLOSED: Open until filled. First review: February 11, 2020
SALARY RANGE: \$5,456 to \$6,964 monthly

THE POSITION: The City is seeking a capable City Clerk to perform a variety of clerical, technical and administrative work in the administration of the City government. The City Clerk has the functional role as Public Records Officer, Personnel Officer, Risk Manager, and may be appointed Civil Service Commission Chief Examiner/Secretary.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Acts as Clerk at all Council meetings; prepares and distributes agendas, materials, minutes, and records of meetings.
- Acts as custodian of official City seal and attests by signature ordinances, resolutions and contracts.
- Drafts ordinances and resolutions as needed.
- Prepares reports for Council meetings as requested.
- Maintains official City records.
- Maintains official personnel files.
- Prepares job descriptions, job announcements, and assists in the recruitment and hiring process.
- Prepares amendments and updates for the Policies & Procedures Manual and administrative policies.
- Assists in labor relations, provides support in collective bargaining processes, and negotiations with employee associations.
- Processes State Labor & Industries citations and notices and employees' claims.
- Works with departments in the development and implementation of employee training, wellness, and assistance programs.
- Serves as official contact for City's Drug & Alcohol Testing Program and administers policy and procedures provisions.
- Serves on oral interviewing boards.
- Processes and investigates all claims for damages.
- Prepares claim and lawsuit information for attorneys and insurance claims adjusters.
- Maintains City's insurance files.
- Updates risk management program.
- Prepares insurance application forms and proposals for insurance underwriters.

NONESSENTIAL DUTIES

- Performs other duties as assigned.

May act as Civil Service Commission Chief Examiner/Secretary (if appointed)

- Acts as Chief Examiner/Secretary at all meetings; keeps minutes and other records of the Civil Service Commission.
- Administers provisions of and drafts amendments to Civil Service Rules & Regulations and makes recommendations to Commissioners relative to matters of policy.
- Prepares Civil Service Commission budget.
- Prepares and administers examinations.

DESIRED MINIMUM QUALIFICATIONS

- Graduation from a college or university with a bachelor's degree in public administration, business management, WA State retention and Public Records requirements; municipal experience, or a closely related field, and three (3) years of related experience; or
- Any equivalent combination of education and experience.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- Working knowledge of:
 - General office procedures
 - Legal language and procedures
 - Basic bookkeeping practices
 - Robert's Rules of Order
 - Local government records retention
 - Applicable codes from the revised code of Washington (RCW's)
- Ability to:
 - Effectively communicate on a one-to-one basis with the public
 - Maintain effective working relations with employees, other departments, officials and the public
 - Maintain accurate records
 - Type and enter data accurately
 - Work under pressure and/or frequent interruptions
 - Maintain confidentiality of records and information

SPECIAL REQUIREMENTS

- Valid Washington driver's license without record of suspension or revocation in any state, or ability to obtain one by time of hire.
- Attend evening City Council meetings.
- Must be bondable.

TOOLS AND EQUIPMENT USED

Personal computer, Microsoft Office, Adobe Standard, audio recording software, calculator, copier, scanner, fax machine, and phone.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

SELECTION GUIDELINES

Formal application, rating of experience, oral interview, reference check, and job related tests might be required. The duties listed above are intended only as illustrations of the various types of work that may be performed. 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.

TO APPLY

- A formal application form must be fully completed and submitted to:

City of Fircrest
115 Ramsdell Street
Fircrest, WA 98466
Telephone: (253) 564-8901, Fax: (253) 566-0762
Email: spingel@cityoffircrest.net

- Resumes and cover letters are encouraged and may be attached to the application form.
- Application packages may be filed in person, by FAX or by mail, or by email. All applications must be received by 5:00 p.m. on the closing date.
- It is not the City's policy to FAX or Express Mail application forms.

GENERAL INFORMATION FOR APPLICANTS**SELECTION**

- The quality and completeness of the information provided on the application form may determine whether or not you are called for an interview. Incomplete answers or "see resume" may prevent further consideration.
- Testing may be required to measure candidates' abilities to perform essential functions or other performance dimensions.
- If you need special accommodation during the interview phase of the selection process, please provide the City with five business days advance notice. The City endeavors to reasonably accommodate everyone. All applicants interviewed will be sent written notification of the interview result.
- No formal notification will be sent to applicants not selected for an interview. Should the same or another position open for which you wish to apply, you must complete a new application to be considered for the new opening.

EMPLOYMENT

- Applicants who are offered employment will be required to provide proof of identity and authorization to work in the United States. The 1986 Federal Immigration Reform and Control Act prohibits the hiring of unauthorized aliens.
- The City does not discriminate in hiring on the basis of race, creed, color, ethnicity, national origin, sex, age, or marital status. In compliance with the Americans with Disabilities Act, disability will be considered only in the context of an applicant's ability to perform essential elements of a job and to determine reasonable accommodation.
- The City of Fircrest has a policy of limiting smoking in the work place.
- The City of Fircrest is a drug-free workplace.