

<p>CITY CLERK</p> <p>DEPARTMENT OF CITY CLERK CITY OF WINONA, MINNESOTA</p>	JOB DESCRIPTION	
	REPORTS TO: CITY MANAGER	
	DIRECTLY SUPERVISES: Clerical & Parking Control Officer	
	9/1/00	APPROVED: EBS

SUMMARY:

Under the direction of the City Manager, serves as secretary to the City Council; maintains record of official city documents; conducts elections and maintains records related thereto; maintains real property inventory; assures compliance with state law pertaining to collection, security, and dissemination of city records and is keeper of the official city seal. Administers the City’s transit program; evaluates the transit system, promotes transit usage, recommends modifications and represents the City in all transit matters; represents City Manager in administration of cable franchise. Serves as liaison to the Cable and Human Rights Commissions and Secretary to the Airport Zoning Board and Airport Board of Adjustment. Also serves as voting member of Board of Equalization.

ESSENTIAL FUNCTIONS OF THE JOB:

- Prepares City Council agendas and minutes
- Maintains and records documents required by Council
- Responsible for the care of all ordinances and resolutions adopted by Council
- Publishes ordinances and all legal notices required by law or ordinance in the official newspaper
- Conducts elections and maintains all records related thereto
- Takes applications and issues licenses and permits as provided by ordinance
- Maintains the City’s land file and records deeds
- Designs systems for and follows up on city agreements to assure that timely actions are taken
- Prepares and administers the transit contract and prepares applications for state and federal transit assistance
- Performs such other duties as may be required by the City Manager, the Charter, by law, by ordinance or resolution adopted by the City Council.

SUPERVISORY RESPONSIBILITIES:

Directly supervises Deputy City Clerk/Secretary and Parking Control Officer. Also supervises Election Judges. Carries out supervisory responsibilities in accordance with the organization’s policies and applicable laws. Responsibilities include assigning and directing work, rewarding, suspending and disciplining for just cause, and evaluating performance. Also effectively recommends hiring, transferring, promoting, adjusting grievances, discharging for just cause, and demoting.

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QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE:

- B.A. Degree in Public Administration, Political Science, Business Administration, or related field is required
- Three to five years experience as a municipal clerk is desired
- Knowledge of basic computer skills

LANGUAGE SKILLS:

- Ability to prepare reports and correspondence
- Ability to give verbal presentations and speeches
- Ability to read and interpret documents and procedural manuals

MATHEMATICAL SKILLS:

- Ability to make arithmetic computations using whole numbers, fractions, and decimals
- Ability to compute rates, ratios and percentages
- Understanding of basic accounting principles

OTHER SKILLS AND ABILITIES:

- Basic but solid understanding of legal principles related to governmental functions
- Knowledge of Minnesota Election Laws
- Practices and principles of transit planning, promotion and operation
- Cable television franchise issues
- Municipal administration

MINIMUM QUALIFICATIONS:

- B.A. Degree in Public Administration, Political Science, Business Administration, or related field is required
- Three to five years experience as a municipal clerk is desired

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 frequently sits and regularly talks or hears; occasionally uses hands to finger, handle or feel; stoops, kneels, crouches, or crawls; and reaches with hands and arms.

Employee is occasionally required to lift up to 10 pounds.

Specific vision requirements include close vision (clear vision at 20 inches or less).

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing 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 exposed to a moderate noise level.