

Date of Action: 6.22.15	
Approved <input checked="" type="checkbox"/>	Denied <input type="checkbox"/>
By: <i>Tomix</i>	

**CITY COUNCIL ACTION MEMORANDUM**

**AM No. 15-24: Direction to Human Resources to assist with the hiring process of a new City Clerk.**

Originator: Kristie Smithers, MMC, City Clerk  
 Date: 6/22/2015

Agenda of: 6/9/2015

Route to:	Department Head	Signature	Date
X	Human Resource Generalist	<i>Donna Faeo</i>	6/9/15
X	Finance Director	<i>[Signature]</i>	6-12-15
X	Deputy Administrator	<i>[Signature]</i>	6/10/15
X	City Clerk	<i>Tomix</i>	6.9.15

Reviewed by Mayor Bert L. Cottle: *[Signature]* 06:10:2015

**Fiscal Impact:**  yes or  no      **Funds Available:**  yes or  no

**Attachments:** City Clerk job description (3 pages)

**Summary Statement.** Kristie Smithers, the City Clerk, has submitted her retirement date from the City of Wasilla to be November 30, 2015. In preparation of her departure, the City Council requests the Human Resources Division to use the dates below when hiring the City Clerk:

- June 29 – July 16 – Human Resources to post job announcement out of house; Range 25 salary of \$96,009 - \$100,996.
- July 20 – 24 – Human Resources provides applications to City Council for individual review.
- July 27 – City Council Regular meeting. City Council to select top applicants for interview (during executive session) and direct Human Resources to set-up interviews.
- August 10 – Special City Council meeting. City Council to hold interviews in public and then hold an executive session to select the successful applicant.
- August 24 and September 14 (if needed) – Regular City Council meetings. Council and successful applicant to negotiate employment agreement and select start date (during executive session).
- November 2 – Transition begins and incoming City Clerk to begin no later than this day.
- November 30 – Kristie Smithers last day of employment with the City of Wasilla.

**Recommendation.** Direct Human Resources to assist City Council with hiring the new City Clerk with the timeline as stated above.



**Job Description**

<b>Job Title</b>	City Clerk	<b>Department</b>	Office of the City Clerk
<b>Reports To</b>	City Council	<b>Salary Grade</b>	25
<b>FLSA Classification</b>	Exempt	<b>Effective Date</b>	June 9, 2015
<b>City Classification</b>	<input type="checkbox"/> Classified	<input checked="" type="checkbox"/> Confidential and/or Managerial	

**Mission Statement:**

It is the mission of the City of Wasilla to provide optimum service levels to the public as cost effectively as possible to ensure a stable and thriving economy, promote a healthy community, provide a safe environment and a quality lifestyle, and promote maximum citizen participation in government.

**Summary:**

A publicly appointed position, that serves the citizens of the City of Wasilla in a liaison role between the public and City Council and the City Council and Administration. Develop and maintain the City's record management program, city elections, appeals and serves as a custodian of all City Council legislation in accordance with Alaska Statutes. Maintain the confidentiality of sensitive public relations issues and documents.

**Reasonable Accommodations:**

To perform this job successfully, an individual must be able to perform each essential duty and physical demands satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Essential Functions:**

*The responsibilities listed below are illustrative of the various types of duties that may be performed with or without reasonable accommodation.*

- Responsible for the overall direction of the department employees, including but not limited to hiring, training, discipline and employee evaluation. Develop and assign workload priorities; monitor and evaluate the quality and quantity of work, and timely completion of tasks.
- Attend all City Council meetings and keep the minutes. Act as the parliamentary advisor to the Mayor, City Council, and Commissions.
- Maintain custody of City Seal.
- Ensure proper notice and other requirements for public meetings are complied with.
- Administer public records requests.
- Manage and direct the records management program by developing and maintaining records retention schedules, procedures for inventory, storage and destruction of records, vital records protection, and annual audit of program.
- Serve as a custodian of all permanent City records, City Council legislation, agendas and minutes, and rules and regulations required by law or upon direction of the City Council. Provide for codification of ordinances.
- Ensure agenda, packets, advertisements and webpage notification of city council meetings as required.
- Administer all City elections by advertising and qualifying candidates and propositions for placement on ballot, coordinate printing, distribution, and tally of ballots, train election officials, and compile, audit and control election returns.
- Coordinate joint governmental election procedures and assures compliance with 42 U.S.C.1971-1974 (Voting Rights Act of 1965, as amended).
- Administer oaths of office to elected and appointed city officials.
- Train members of City Commissions and their staff on procedures related to their positions in regards to meeting, parliamentary procedures, and action of the body.
- Attests to deeds, contracts, and other agreements of the City and authenticate or certify records as necessary.
- Maintain record of commission and special purpose committee appointments. Notify of appointment and expiration of terms as necessary.





- Administer, maintain, and develop the annual operating budget for City Council, Clerk's Office, Records Management, and elections.
- Act as a depository for financial disclosure and conflict of interest statements as necessary.
- Serve as the contact for appeals of the City; receive appeal, prepare notices, compile records, and notifies parties, assist hearing officer in their responsibilities and requirements.
- Develop website content management for the City Council and City Clerk webpages.
- Maintain qualifications to be a Notary Public.
- Assist all staff with drafting and creating new and revised ordinances and laws of the City. Train staff as necessary.
- Speak to the media regarding City Council actions and issues as needed.
- Perform other specialized and complex job related duties as needed.

**Scope and Accountability/Supervisory Responsibility:**

Directly supervises employees in the Office of the City Clerk and carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**Knowledge, Skills, and Abilities:**

- Knowledge of elections, record management, parliamentary procedures, project planning, municipal government practices, and principals and practices of business administration.
- Advanced administrative management, business practices and computer skills in Microsoft programs such as Word, Power Point, and Excel.
- Must establish and maintain effective working relationship with elected officials, administration, employees, federal, state and borough officials, private groups and the public.
- Working knowledge of city, borough, state and federal laws, Alaska Statutes, and Alaska Administrative Code. Ability to learn, interpret, and apply federal, state, and municipal laws, along with regulations and codes.
- Ability to express ideas clearly and concisely both in verbal and written communications.
- Ability to compile data and create and deliver presentations.
- Must comply with records management practices outlined in Wasilla Municipal Code 2.48, and comply with records management forms, policy and procedures.
- Home Land Security orientation tests will be required as a term of employment; ICS-100 taken on-line with 15 days of date of hire; ICS-200, ICS-700, and ICS-800 tests to be taken on-line with 45 days of date of hire. Complete ICS-300 and ICS-400 training as it becomes available.

**Experience and/or Education:**

- Bachelor's Degree in Business Administration or Public Administration preferred or some combination of education and experience.
- Seven years of high level administrative or management experience requiring independent judgment and initiative, preferably in the area of municipal government or an equivalent combination of experience and training.

**Certificates, Licenses, Registrations:**

- Certified Municipal Clerk (CMC) designation required.
- Master Municipal Clerk (MMC) designation preferred or the ability to enter the program after two years of employment.
- Become and maintain Notary Public in the State of Alaska or able to obtain within 60 days of appointment.
- Valid State of Alaska Driver's License and be able to operate a motor vehicle.
- A current driving record (dated within 30 days of request) obtained from the State of Alaska Department of Motor Vehicles.
- Must be a registered voter of the State of Alaska.



**Physical Demands:**

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to sit; climb or balance and stoop, kneel, crouch, or crawl. The employee must be able to lift and /or move up to 25 pounds.

**Work Environment:**

Work is performed in an office setting. The noise level in the office will normally be quiet to moderately noisy due to office equipment, telephones, and other employees or members of the public with business in the office. Frequent evening and weekend hours required.

"The City of Wasilla believes that each employee makes a significant contribution to our overall success. That contribution should not be limited by the assigned responsibilities. Therefore, this position description is designed to outline primary duties, qualifications and job scope, but not limit the incumbent nor the City of Wasilla to just the work identified. It is our expectation that each employee will offer his/her services wherever and whenever necessary to ensure the success of our endeavors."

**APPROVED:**

Department Head:	<u>Kristen Smit</u>	Date:	<u>6.10.15</u>
Human Resources:	<u>Donna Falo</u>	Date:	<u>6/9/15</u>
Mayor:	<u>[Signature]</u>	Date:	<u>06.10.2015</u>