



**City of Gustavus, Alaska
City Clerk
Position Description**

Title: City Clerk

Regular Non-Exempt Position: The City Clerk position is a regular non-exempt, hourly position. The City Clerk is expected to work 30-35 hours per week but occasionally up to 40 hours per week as needed; and to prepare for and attend all City Council work sessions, general meetings special meetings and public meetings.

Supervisor: City Administrator

Work Location: Gustavus City Hall

Summary: The City Clerk administers democratic processes, such as elections, access to city records, records retention and disposal, and all legislative actions, ensuring transparency to the public. This position is appointed by the Council and serves at the pleasure of the Council, but day-to-day supervision is performed by the City Administrator.

Essential Duties and Responsibilities:

- Prepares meeting agendas and packets for Council meetings.
- Arranges publication and public posting of meetings, notices, ordinances, and resolutions.
- Responsible for onboarding and outboarding new council members and organizes annual council training.
- Assists and supports the Mayor and Council members impartially in conducting their civic duties.
- Attends Council meetings and keeps action minutes in the journal.
- Acts as parliamentarian to the governing body.
- Maintains familiarity with City ordinances, policies, and procedures.
- Provides for the codification of ordinances using the Municode system.
- Maintains and makes available for public inspection City ordinances, resolutions, rules, regulations, and codes.
- With appropriate IT assistance, maintains and manages the City's website and on-line social media accounts.
- Acts as IT Liaison for all City departments.
- Attest deeds, ordinances, resolutions, and other documents.
- Records and certifies actions of the Council.
- Administers oaths, affirmations, and acknowledgements, as necessary.
- Ensures public records are available for inspection as required and allowed by law.
- Administers the City records retention schedule.



- Serves as the City election registrar and is responsible for calling and supervising City elections in compliance with Voting Rights Act of 1965.
- Recommends policy related to City procedures and, if so requested, assists the City Administrator and Council in writing and revising ordinance and policy.
- Promotes public relations between the City and its constituents by enhancing methods to communicate City information to the public and facilitating public participation in City functions.
- Acts as the City Public Information Officer.
- Maintains custody of official City seal.
- Staffs City Hall during publicly open hours.
- Provides Notary service to the Council and public.
- Cross-trains with City Treasurer as needed to cover essential financial duties when the Treasurer is away.

Required Minimum Qualifications - Education and Experience:

- Graduation from high school or GED equivalent. College courses in accounting; political science or public administration preferred.
- Five years of secretarial, office management or administrative experience or substitution for similar skills/experience. Municipal experience preferred.
- Strong computer skills, with demonstrated proficiency in word processing and spreadsheet programs, such as MS-Word, MS-Excel, MS-Publisher, Adobe Acrobat, and web page maintenance.
- Holds or promptly obtains a valid Alaska driver's license.
- Achieve Certified Municipal Clerk (CMC) certification within three years.
- Must be bondable and maintain a notary public certificate.

Desirable Knowledge, Skills, and Abilities:

- Strong organizational skills and deadline management.
- Strong communication skills, including the ability to communicate verbally and in writing, at times regarding confidential and/or sensitive material.
- Ability to perform under pressure and manage multiple tasks and stress of working in a highly public position.
- Strong writing skills, including knowledge of grammar, spelling, punctuation, and business-style and government-style writing.
- Knowledge of office practices and procedures.
- Ability to interpret, apply, consolidate, and prioritize information.
- Ability to record and promptly provide to the Council the action minutes of official City Council meetings.
- Ability to maintain effective working relationships with and communication with the City Council, City employees, State and Federal officials, and the public.
- Certified Municipal Clerk or higher desirable



- Knowledge of municipal government operations.
- Knowledge of municipal government laws and regulations, preferably in Alaska.
- Experience providing information technology support.
- Experience in coordinating with local, state, and federal government agencies.
- Ability to operate a computer keyboard or equipment controls, and to talk and to hear on telephone.
- Ability occasionally to lift and/or move objects up to twenty-five pounds.

Physical Demands:

- Work includes prolonged sitting, as well as moderate lifting, carrying, reaching, stooping, pulling, and pushing, manual dexterity.
- Must frequently lift and move boxes and other objects weighing up to 20 pounds, and occasionally up to 40 pounds.
- Light snow-shoveling in front of entry- and exit-doors.
- Light maintenance and housekeeping.

Work Environment Conditions:

- The work is generally performed in an office setting. Work requires sitting and or standing at a desk, bending, reaching, walking, and lifting.
- Equipment commonly used includes computers, multi-functional copy machine, telephone, video conferencing equipment.
- An environment that may be very busy, with fluctuations of people and noise, with multiple simultaneous requests from the public, staff, and council.

Notice

CoG 3.03.010(a) (3) (B)

All positions are located within the City of Gustavus, and all work will be conducted in the City of Gustavus, unless the employee is on an authorized business or training trip or is authorized to conduct business while on approved absence.

CoG 3.04.02 (d) (2) (B)

The examples of duties and responsibilities included in this position description are intended only as illustrations of the various types of work typically performed. The omission of specific statements of duties and responsibilities does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This position description does not constitute an employment agreement between the City of Gustavus and an applicant for the position or an employee holding the position. The position description is subject to change by the City of Gustavus, in its sole discretion, as the needs of the City and requirements of the position change.

The City of Gustavus is an Equal Opportunity Employer