

CITY OF SEAFORD
POSITION CLASS SPECIFICATION

CLASS TITLE: City Clerk

DEPARTMENT: Administration

PREPARED BY: June Merritt, Director of Finance & Human Resources
Charles D. Anderson, City Manager
Trisha Newcomer, Director of Economic Development and
Community Relations

DATE: December 9, 2021

SUMMARY STATEMENT

The incumbent in this position, directs, manages, and coordinates the activities of the City Clerks' Office including preparation and recording of the activities and decisions of the City Council and those bodies defined in 29 Del. C. Ch. 100 Delaware Freedom of Information Act; codification and maintenance of official City records; serves as City FOIA Coordinator in the absence of the HR Coordinator, custodian of City of Seaford Seal, administers municipal and special elections; coordinates assigned activities with other departments and outside agencies; responds to various types of municipal inquiries, interacts with citizens, management and staff on a variety of sometimes sensitive issues; assists with the coordination of meetings and travel arrangements; and provides highly responsible and complex administrative support to the Mayor, City Council, City Manager, Directors and other City Staff.

The City Clerk shall be committed to the mission, vision and values of the City and demonstrate such through ethical conduct, community stewardship, individual initiative and responsive service. The City Clerk shall demonstrate leadership, management and technical skills through effective communication and collaboration, proper use of team resources, progressive decision-making, personal accountability and responsibility.

DESCRIPTION

MACHINES, EQUIPMENT, TOOLS USED: Computer, Scanner, Portable Bar Code Scanner, Copier, Fax Machine, Electronic Recording System, Telephone and various other office equipment.

ESSENTIAL JOB FUNCTIONS AND DUTIES:

- Assists in the preparation of Council agenda packets and materials and posting agendas.
- Assists in the management and coordination of all Council affairs and events, including scheduling, monitoring and tracking all proceedings before Council and actions taken by Council.
- Serves as the custodian of city records by recording, preparing minutes, overseeing publication of legal notices, maintaining vital records, and processing Freedom of Information Act requests.
- Assists with preparation and conducting of City elections including the registration of residents and property owners, maintenance of voter registration records, auditing of election records, posting notices, disseminating information to residents and candidates, preparing oath of offices and recording results, and coordinating with the Delaware Department of Elections as necessary.
- Helps to coordinate special events and meetings by assisting with organizing and implementation, such as National Day of Prayer, Staff & Council Planning Sessions, etc.
- Maintains scheduling for the Mayor, Council, City Manager and other City Staff.
- Performs administrative tasks such as managing the City Central Filing System, including filing, labeling, and record retention and destruction.
- Handles day-to-day miscellaneous administrative tasks as necessary for the Mayor and City Manager.
- Aids in the preparation and publication of ordinances, resolutions, proclamations, certificates, meeting agendas and minutes, memoranda, bid documents, reports or other materials observing strict confidentiality.
- Assists with and monitors the City website by creating and amending pages, staff directory, news updates, and closings.
- Provide customer service to the public, needing assistance from the Mayor and Council or City Manager.
- Provide back-up assistance as needed to the customer service representatives, includes answering daily calls from the public and serving as backup cashier.
- Maintain and keep on file all keys to City Buildings, Vehicles, Equipment and Property.
- Performs all other duties as assigned by the City Manager.

SUPERVISION RECEIVED: Receives primary direction from the Director of Economic Development and Community Relations and/or City Manager.

REQUIREMENTS

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to learn the City’s Municipal Code, parliamentary procedures, election procedures, State Election laws and requirements, records retention, technology related to recording software and variety of computer programs, Freedom of Information Act, and other municipal procedures for actions such as rezoning, annexations, referendums, and the adoption of ordinances.
- Ability to communicate and use the utmost tact and discretion.
- Strong secretarial skills including keyboarding, time management, telephone etiquette, as well as accuracy and dependability.
- Strong interpersonal skills including the ability to perform well as a member of a team, to be able to interact appropriately with co-workers, interest in serving the public.
- Must be detail oriented and have good organizational abilities and must observe strict confidentiality.
- Must have knowledge of basic computer programs, such as Microsoft Word, Publisher, Power Point, BoardPaq, and Excel. Additional software knowledge is a plus.
- Ability to take and transcribe meeting minutes.
- Must be customer/public service oriented and must possess excellent written and verbal communication skills, including grammar, spelling and punctuation.
- Must be flexible and possess a willingness to assist where and when needed, to learn new tasks and assume new responsibilities
- Willingness to work occasional overtime above and beyond the normal forty-hour work week, as deemed necessary due to deadlines.

EDUCATION/EXPERIENCE:

Minimum a high school graduate; preference given for an Associate’s degree in office administration, business or public administration related field. Must be willing to successfully complete Municipal Clerks training through the University of Delaware within (3) three years of hire and continue to work toward successful attainment as a Certified Municipal Clerk (CMC) per the requirements outlined by IIMC (International Municipal Clerks Association). State of Delaware Notary Public license required within six (6) months of employment. Experience preferred but not required.

SPECIAL REQUIREMENTS: Delaware Driver’s License

Work Environment and Physical Requirements

Environment: Work in an office environment; sustained posture in a seated position for prolonged periods of time in an office.

Physical: Primary functions require sufficient physical ability to work in an office and field setting and operate assigned equipment. FREQUENT walking, standing, sitting, fine-finger dexterity to manipulate computer, operate and calibrate equipment. OCCASIONAL bending and stooping, squatting, kneeling, pushing/pulling, twisting at waist, upward and downward flexion of neck, side-to-side turning of neck; lifting/carrying objects weighing up to 10 lbs. from below waist to shoulders, and transporting distances up to 25 feet with or without assistance; grasp and grip to lift and carry files; hand and arm strength dexterity to operate computer keyboard and basic office equipment. INFREQUENT crawling, climbing, reaching at and above shoulder height, kneeling, balancing above ground; lifting objects weighing 11-50 lbs. from chest level to above shoulders, with or without assistance.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate equipment.

Hearing: Hear in the normal audio range with or without correction.