

**CITY OF OVERLAND PARK
POSITION DESCRIPTION**

TITLE:	City Clerk	BAND/LEVEL:	Mgmt III
DEPARTMENT:	Finance, Budget & Administration/City Manager	JOB NO:	1050
DIVISION:	City Clerk	DATE:	3/25/12
REPORTS TO:	Deputy City Manager	FLSA STATUS:	EX
FULL-TIME: <input checked="" type="checkbox"/>	PART-TIME: <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	COST CENTER: 153

REPLACES: City Clerk

DATE: 9/06

JOB SUMMARY STATEMENT:

Supervises daily work activities of employees in City Clerk Division including the selling, issuing, and recording of all licenses and permits; the transcription of minutes of official meetings, the preparation of Council agendas, and imaging and preservation of City records. Coordinates the City's Risk Management Program, City's bidding process, and annual Quantitative Purchase of Office Supplies, Copy Paper, and Stationery. Supervises City contracts, preparation and distribution of meeting agendas, filing and preservation of records and public papers, distribution of legal notices and publications, filing of legal documents with County and State, and voter registration. Administers Kansas Open Records Act, Kansas Open Meetings Act, and the City's Records Management Policy. Notarizes, certifies, and attests documents. Performs various administrative tasks related to management of the Division.

DUTIES AND RESPONSIBILITIES:

1. Supervises employees within City Clerk Division. Interviews, hires, trains, and assigns work. Directs, motivates and evaluates personnel and their work. Handles disciplinary problems. Schedules training to aid in developmental needs of staff. Responsible for salary administration and planning.
2. Supervises selling, issuing, and recording of all licenses and permits. Responsible for application review, coordination of reviews/inspections with other City Departments and approvals. Delegates work assignments and conducts periodic review of standard operating procedures. Completes daily cash report and submits report to Finance Division. Responsible for cash management and security.
3. Develops cost center budget, revenue projections, and expenditure forecasts. Approves invoices and tracks expenditures.
4. Oversees assignment of Recording Secretaries to record, transcribe, and distribute standing Committees, Council, Committee-of-the-Whole, Overland Park Development Corporation, Planning Commission and Investment Committee meeting minutes. Reviews, edits and proofs minutes of each meeting. Supervises the storage, indexing and imaging of minutes.
5. Coordinates City Risk Management Program pertaining to liability claims, including risk management fund, self insurance fund, and special liability defense fund. Provides needed information to Risk Manager and Law Department. Supervises tracking of claims, obtains necessary notices and reports, and processes claims for payment. Supervises preparation of quarterly report as requested. Processes ACH payments to Third Party Administrator.
6. Performs various administrative functions such as preparing division goals and objectives, quarterly performance measures, work plans, and performance agreements. Oversees the preparation of monthly calendar, yearly calendar, and reservation of Council Chamber, Conference Room No. 1 and FBA Conference Room. Oversees the ordering of office supplies and reviews P-card statements. Responsible for the content of City Clerk Web site and e-commerce applications. Coordinates activities to increase compliance with ordinances, i.e., pet licensing and massages.
7. Supervises Contract Administration, including logging in contracts, tracking contractor insurance, and filing of statutory bond and power of attorney. Supervises the logging of files into the database/imaging system upon receipt. Answers questions and provides information to staff, Governing Body and the general public. Directs inquiries to other departments or outside agencies when necessary.
8. Oversees preparation and distribution of Council and Special Council meeting agendas. Reviews agenda and coordinates changes and corrections, if needed. Verifies that proper notice has been given.

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9. Oversees coordination of City bidding process, including the scheduling of bid openings and requests for proposal, publication of legal notices. receipt of bids, opening and public reading of bids received, documenting of bids received, scheduling on agendas for Council consideration, security and return of bid bonds and disposition/imaging of documents.
10. Supervises filing and preservation of all records, public papers and documents contained within City Clerk's office. Determines retention schedule. Purges files and inventories retained files. Responsible for Department Archive, Minutes Indexing System, imaging system and document libraries. Coordinates annual Citywide review of Records Management Policy.
11. Oversees coordination of annual Quantitative Purchase of Office Supplies, Copy Paper and Stationery for all City departments. Schedules bid opening, opens and records bids and prepares tabulations. Submits to City Council for approval. Meets with successful bidder. Acts as liaison between City and contractor.
12. Serves as Deputy Election Officer. Accepts filings for City office. Supervises voter registration. Maintains ward/precinct map. Answers questions pertaining to registration, voting, districts, wards, and precincts. Coordinates with Planning, the timing of Ward Boundary changes for FAED Committee review and coordinates the annual update of Statements of Substantial Interest form per State statute.
13. Oversees the keeping of records of committee/boards vacancies and quarterly notification to Mayor and staff of vacancies. Coordinates with department's appointment/reappointment dates.
14. Administers Kansas Open Records Act. Maintains list of record custodian personnel. Posts Notice to Record Requestors. Provides access to and copies of records to ensure open government. Serves as Freedom of Information Officer. Administers Kansas Open Meetings Act by providing notices of public meetings and coordinates the preparation of an Annual Calendar of Meetings.
15. Oversees publication of legal notices, including receipt of affidavits of publication and billings. Works with legal paper to resolve issues and to ensure publications are issued in required timeframes.
16. Assists in development and modification of computer program applications for City Clerk Division. Assesses needs, analyzes procedures and makes recommendations for equipment replacement when needed.
17. Certifies under seal of City and attests to Mayor's signature. Serves as a notary and notarizes signatures, as required. Certifies true copies, of contracts, plats, ordinances, resolutions, deeds, bonds, and other records.
18. Accepts petitions, lawsuits, summons, claims, condemnations, fire damaged property funds, abatement appeals and requests for sanitary sewer districts. Dates, time stamps, and routes copies to appropriate party.
19. Administers oaths. Swears-in Council and Reserve Police Officers.
20. Supervises the filing of legal documents with County and State. Checks for accuracy and completeness.
21. Oversees the assignment of numbers to ordinances and resolutions.
22. Serves on internal management committees and task forces as requested. Attends meetings, participates in discussions, evaluations and presentations.
23. Participates in Department Strategic Planning process by serving on Department task forces and committees.
24. Issues notices, accepts filing of surety bonds, certifies taxes and special assessments and performs other various duties as required by Kansas Statutes.
25. Serves on City phone bank and provides administrative support to other Emergency Operations Center sections as needed during Emergency Operations.

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26. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.
27. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE (S)/CERTIFICATIONS:

Bachelor's degree in public or business administration or related field with courses in accounting, office management and business communications or additional equivalent experience. Certification as Municipal Clerk. Notary in the State of Kansas.

EXPERIENCE:

Eight years of office experience including records management and supervision, or an equivalent level of experience. Experience within a municipal setting is preferred.

SKILLS:

1. Excellent oral and written communication skills.
2. Analytical skills.
3. Excellent interpersonal skills.
4. Supervisory and leadership skills.
5. Excellent organizational skills
6. Excellent grammar, punctuation, spelling and proofreading skills.

MENTAL REQUIREMENTS:

1. Ability to read and comprehend City policies and ordinances; State and Federal laws.
2. Ability to train and guide others.
3. Ability to exhibit tact, diplomacy and judgement when dealing with co-workers, other city employees and external contacts.
4. Ability to recognize and comprehend confidential information.
5. Ability to comprehend basic math and accounting concepts.
6. Ability to analyze complex problems and recommend possible solutions.
7. Ability to multi-task.

PHYSICAL REQUIREMENTS:

1. Ability to make and receive phone calls.
2. Ability to speak to an individual or group for an extended period of time.
3. Hand and eye coordination adequate to input personnel computer and operate various office equipment.

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

Direct Assistant City Clerk
 Administrative Assistant
 Customer Service Rep (1 PT)
 Sr Customer Service Rep (2)
 Imaging Clerk (PT)

Indirect Recording Secretary (3)

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.