

## CITY OF COLLEGE PARK, MARYLAND

### CLASS SPECIFICATION

**CLASS TITLE:** CITY CLERK

FLSA Status: Exempt

**GENERAL CLASS DESCRIPTION:** Positions in this classification serve as the Clerk of the City and provide administrative support to the Mayor and City Council. Work requires a high level of responsiveness to citizens', the Council's and the Mayor's requests for information and support. Prepares agendas, materials and minutes for City council meetings. Prepares varied public informational materials, such as newsletter articles and cable television messages; oversees the maintenance of official City records. Performs work under the direction of the City Manager.

#### **ESSENTIAL JOB FUNCTIONS:**

**The following duties are typical for this classification. Not all the listed duties may be required and other duties may be required or assigned.**

- Attends all meetings of the Mayor and City Council; prepares agendas and minutes of the meetings; and researches and prepares materials for same. Performs a variety of special projects for Mayor and City Council.
- Schedules Public Hearings for the Mayor and Council. Handles travel, accommodations, and conference/meeting registrations for the Mayor and Council.
- Responds to requests from citizens; assists in resolving complaints, and provides information regarding City records, Council and Mayor hearings, meetings, decisions, etc.
- Supervises clerical staff. Assigns and reviews work. Assists with prioritizing work.
- Oversees the maintenance of all Official City records. Ensures recordkeeping practices comply with policies, in order and complete. Maintains councilgram responses for Mayor and Council members.
- Confers with City Attorney, Election Supervisors, Surveyors, and Department heads to provide and obtain information for the completion of projects - including updating ordinances, charter resolutions, annexations, City programs and operations, etc.. Works closely with Election Supervisors to ensure smooth and orderly election.
- Maintains the City Code. Ensures all updated information is incorporated into files
- Prepares cable television announcements; approves newsletter information. Composes letters and memorandums. Reviews and directs incoming mail for the Mayor and Council and directs it to appropriate respondent.

#### **KNOWLEDGES, SKILLS AND ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS.**

##### **Technical Knowledge:**

- Considerable knowledge of the City's organization, programs, major projects and initiatives and business issues.
- Considerable knowledge of the regulations, codes and policies governing City government; and of the practices and operations of municipal government.
- General knowledge of administrative and clerical practices and methodologies.

## CITY CLERK

- Some knowledge of supervisory principles.

### Physical Requirements:

- Ability to operate a variety of office equipment.

### Language Ability & Interpersonal Communications:

- Ability to deal effectively with citizens, public officials, committee members, Council Members, the Mayor, and Department Heads in order to provide and obtain information, respond to inquiries, coordinate meeting activities; and determine the status/issues of City programs, projects and initiatives.
- Ability to research, prepare and report information regarding Council meetings, City programs, etc.
- Ability to read the City Code, policy and procedural manuals, invoices, and other related documents.
- Ability to read and follow oral and written instructions.

### Environmental Adaptability

- Work is performed in an office environment.

### **ACCEPTABLE TRAINING AND EXPERIENCE**

Associate's Degree in Business or Public Administration with 3 - 5 years of experience providing administrative and clerical support to include experience in a municipal environment; or any equivalent combination of training and experience which provides the required knowledges, skills and abilities.

Additional Requirements: Must possess or have the ability to obtain Certification as a Municipal Clerk.

*College Park is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*