

CITY OF SOUTH HAVEN, KANSAS
CITY CLERK JOB DESCRIPTION

South Haven's city clerk position is necessary for the proper functioning of the city. The city clerk also functions as the municipal court clerk for the city and provides supportive services to the mayor, city employees, city council members (the governing body). The city clerk is custodian of all city records and serves the community members and utility patrons with professionalism and respect. City Clerk must live with the City limits of South Haven and be a Registered Voter.

Position Description

The city clerk is a civil servant appointed position who works within the city records office. The city clerk position is expected to perform their duties with a high level of professionalism, integrity, and fairness while conducting city business. The City Clerk is expected to take great pride in representing the city well

Essential Duties and Responsibilities of a City Clerk

1. Drafts City Council and zoning board meeting agendas with prior approval of the Mayor and publishes those agendas for distribution at public meetings and publication on the city website.
2. Answers correspondence with the City office in a timely manner and returns all calls inquiries within 72 hours.
3. Performs Utility Billing and City Accounting Functions according to Policy and Procedure.
4. Maintains all City Financial statements and transactions with detail and accuracy.
5. Announces meetings, events, and City Council conferences by publishing events on the city website, in pamphlets, and through local publications.
6. Arrives early for all City Council meetings and records attendance.
7. Attends City Council meetings and records the full minutes.
8. Makes available minutes and transcripts of all meetings upon request.
9. Prepares documentation for City Council Meetings and City Council members on issues discussed during meetings including actions to be

completed before next meeting and directions for any staff members who were not in attendance.

10. Drafts and finalizes resolutions as introduced, amended, and ratified in City Council meetings.
11. Organizes data and forms for financial audits, declarations of economic interest, and any other financial information for the tax office.
12. Complies with all Fair Political Practices Commission requirements and monitors filings for completeness. Maintains record of campaign financial statements as necessary.
13. Assists with the proper conducting of elections.
- 14.12. Orders forms necessary for elections, candidate filings, and sample ballots for easy distribution through County office.
15. Coordinates the proper execution of elections under the city's jurisdiction.

Required Knowledge, Skills and Abilities

- Must be incredibly organized and detail oriented.
- Must be able to take notes at meetings and prepare write-ups within 24 hours according to city regulations.
- Must be familiar with legal requirements of City Council members, policies regarding meetings, and any Kansas Statutes/ laws applicable to administration of the city clerk's office.
- Exceptional communication skills including written and verbal.
- Experience Preferred for technology including personal computing, email, copy and fax, scanners, audio recording equipment, word processing, spreadsheets and database. If no experience, must be willing to receive training.
- Must be able to obtain Notary Public commission.
- Must have strong writing skills in order to produce reports, correspondence, and meeting minutes.
- Must be able to multitask and work under stressful conditions and deadlines.
- Must be able to work with city officials and the general public.
- Must use good judgment and maintain confidentiality of personal and private information of citizens and officials.

Education and Experience

- High school diploma or GED equivalent required.
- Associate degree or Bachelor's degree preferred but not required.
- Preferably two years' experience in an administrative position or experience with public service but not required.

Work Environment

- Time will be spent attending to clerical and administrative duties including typing, filing, and organizing in an office setting as well as attending meetings in public government buildings.
- Must be able to work up to 8 hours sitting, typing and attending meetings.
- Must be willing to work flexible hours including nights and weekends as needed.

Salary

- Starting salary is \$1000/month working no less than 40 hours per month. Flexibility with daily scheduled offered. No weekends or Holidays unless unforeseen City Circumstances required additional hours.
- Increased wages commensurate with education and experience.