Code: 100020

FLSA: Exempt

**CITY OF DAHLONEGA, GEORGIA**

**CLASSIFICATION DESCRIPTION**

**CLASSIFICATION TITLE: CITY CLERK**

**PURPOSE OF CLASSIFICATION**

The purpose of this classification is to provide administrative support to the City Manager, City Council and appointed committees, primarily for compliance with Open Meetings, Open Records and Records Retention and elections compliance.

**ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Provides administrative support to the City Manager, City Council and committees; advertises Council Regular, Work-session and Special Called Meetings (meetings); prepares meeting agendas and Council packets; attends meetings; prepares and distributes summary, draft and final meeting minutes; and ensures proper posting and/or advertisement of City notices, ordinances, meeting dates and other items in order to keep public informed.

Establishes and maintains official records and files in accordance with the City’s file management systems and records retention policies; maintains all official records of the City including Council and Work Session minutes; sign, certifies and preserves all City ordinances, proclamations, resolutions, contracts, agreements, reports and other documentation, as required; ensures compliance with applicable record retention and public information guidelines and regulations; researches information from official records; and provides copies to City officials and the general public upon request in accordance with Open Records statutes and city policies.

Performs general clerical duties for the City Manager and the City Council; prepares correspondence, proclamations, deeds, contracts and other materials; and conducts special projects and surveys as assigned.

Receives, reviews and processes applications for alcohol licenses; coordinates alcohol license matters which require City Council action pursuant to ordinances or policies and maintains related record; issues licenses.

Administers City elections functions; serves as the Election Superintendent; advertises election activities; prepares ballots; receives and reviews candidate applications; qualifies candidates; serves as clerk of absentee ballots; trains poll workers; orders election supplies; prepares and submits required reports; adheres to election guidelines and regulations.

Performs customer service functions in support of the front desk; receives visitors and telephone calls; assists callers, residents and the general public with questions and provides information; refers callers to other staff members as appropriate; receives payments and takes messages.

Communicates with City officials and employees, poll workers, other departments, voters, candidates, state agencies, legislative agencies, the public, the media, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

Prepares, types, proofreads, and/or completes various forms, reports, correspondence, newsletters, lists, directories, logs, notices, schedules, calendars, agendas, minutes, motions, ordinances, resolutions, inventory records, charts, graphs, spreadsheets, brochures or other documents.

Receives various forms, reports, correspondence, logs, legal documents, court documents, newsletters, policies, procedures, manuals, handbooks, directories, reference materials, or other documentation; reviews, completes, proofreads, processes, forwards or retains as appropriate.

Maintains a comprehensive, current knowledge of applicable laws, regulations ordinances and policies related to the position; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends seminars, workshops, and training sessions as appropriate.

Operates a personal computer, and general office equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.

**ADDITIONAL FUNCTIONS**

Assists other staff as directed by the City Manager and performs other related duties as required.

**MINIMUM QUALIFICATIONS**

High school diploma or GED; supplemented by responsible administrative and clerical support for public officials; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must attain certification as a Municipal Clerk within one year of employment.

**PERFORMANCE APTITUDES**

Data Utilization: Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

Human Interaction: Requires the ability to perform in a coordinating capacity among the Mayor & Councilmembers, City Manager, department heads and supervisors.

Equipment, Machinery. Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

**ADA COMPLIANCE**

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling and reaching for objects and materials of light weight (25 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the visual acuity to perform an activity such as preparing and analyzing data figures and to determine the accuracy, neatness and thoroughness of work assigned or to make general observations of facilities or structures. Some tasks require the ability to perceive the nature of sounds at normal speaking levels with or without correction and also to receive detailed information through oral communication. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

*The City of Dahlonega, Georgia is an Equal Opportunity Employer. In compliance with the Americans 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.*

I understand the position description for my job and what is expected of me. I understand that this is what I will be evaluated on. Further, I am able to meet the working conditions and physical requirements as stated for the position that I hold or will hold.

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Employee Signature Date