CITY OF HARRISON

Job Opening: City Clerk

Salary: DOE (Dependent on Experience)

Location:
City of Harrison
PO Box 73 / 100 E. Frederick Ave.
Harrison, ID 83833
Phone: (208) 689-3212

Position Summary

City Clerk

The principal function of an employee in this class is to perform administrative work to support the Mayor and City Council and perform planning and administrative duties. City Clerk duties include attending and recording City Council sessions; preparing the agenda and information packets for Council meetings; supervising City elections; and providing customer service. The position performs some of the human resources and personnel functions for the City. The position works under the general direction of the Mayor and City Council, with considerable latitude for the exercise of independent judgment and initiative. The principal duties of this class are performed in a general office environment. This position is classified as a full-time benefited employee at 35 hours per week on average.

Essential Duties and Responsibilities

(May vary by assignment)

- Attends City Council meetings, takes and prepares minutes, and attends City staff meetings;
- Prepares and distributes City Council agenda and information packets;
- Prepares and records Council resolutions, ordinances, agreements, and other actions;
- Provides customer service by answering telephones and greeting walk-in customers, providing information, answering inquiries, and directing inquiries to the appropriate City department;
- Supervises City elections, recall elections, and registers voters;
- Maintains and updates City ordinances and municipal code;

- Maintains City records, licenses, correspondence files, resolutions, and related documents;
- Researches and retrieves information for the Mayor and City Council;
- Oversees City licensing for liquor, dogs, businesses, catering permits, and building permits;
- Plans and implements improvements to enhance operational effectiveness;
- Interprets and explains City personnel policies to employees;
- Works with employees on employee relations, including employee rights under grievance and appeal procedures;
- Conducts studies in various areas that affect City employees and prepares recommendations for changes in City policy or programs;
- Attends meetings and conferences to keep up-to-date on new developments and municipal operations;
- Maintains cooperative working relationships with City staff, community leaders, and elected officials;
- Performs all work duties and activities in accordance with City and Department policies, procedures and safety practices.

Other Duties and Responsibilities

- Attests and certifies documents; administers oaths in accordance with the law;
- May be required to work other than regularly scheduled work hours;
- Performs other related duties as required.

Knowledge, Skills and Abilities

Knowledge of:

- Principles and practices of municipal administration and applicable federal, state and local laws, codes and regulations;
- Principles and procedures of record keeping;
- Municipal election codes, statutes, ordinances, and principles and procedures;
- City code, administration regulations, personnel rules and departmental policies;

- Supervisory, evaluation, and employee training methods;
- Current municipal employee hiring, training, supervision, compensation, evaluation, and disciplinary principles, methods, techniques, and objectives;
- City policies, procedures, regulations, and operational standards;
- Effective communication skills;
- Standard office equipment, work stations, and working knowledge of Microsoft Office Suite.

Ability to:

- Follow oral and written instructions;
- Interpret federal, state, and local laws, codes, and regulations, including election laws and procedures;
- Attend meetings and prepare and report meeting minutes;
- Prepare and present accurate and reliable reports containing findings, determinations, and recommendations;
- Maintain records efficiently and accurately and prepare clear and concise reports;
- Coordinate a variety of tasks and schedules to meet demanding timelines;
- Maintain detailed and accurate records of work performed;
- Operate within a work station and job-related software;
- Quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Read, comprehend, and follow oral and written instructions and to understand and apply available guidelines to varied operational requirements;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Demonstrate integrity, ingenuity and inventiveness in the performance of assigned tasks;
- Communicate both orally and in writing;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Deal tactfully and diplomatically with government officials, elected and appointed officials, and the general public;

- Perform time management and scheduling functions, meet deadlines, and set project priorities;
- Work independently or as a team member;
- Establish and maintain effective working relationships with the public, other City employees, supervisory and subordinate personnel, and elected and appointed officials.

Acceptable Experience and Training

- High school diploma or GED equivalency required and bachelors degree in municipal administration, human relations, or a related field is preferred but not required; and
- Three (3) years of experience in a city clerk's or other municipal office is preferred but not required; and
- Must be bondable; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform as an effective and competent City Clerk.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively on the telephone and in person; to comprehend written and oral instructions;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to comprehend written instructions and job-related materials; prepare reports as required; and operate office equipment;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate all work-associated equipment. Jobs in this class require performing repetitive motions in fingering and hand/wrist/arm movements. Related job tasks may require, with or without reasonable accommodation, lifting or moving up to 25 pounds occasionally.

To Apply

Submit application materials to: mayor@cityofharrison.org

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Position Open Until Filled.