

**TITLE: CITY CLERK**  
**REPORTS TO: MAYOR/CITY COUNCIL**  
**FLSA STATUS: EXEMPT**  
**JOB LOCATION: NORTH POLE CITY HALL**

**PURPOSE**

To administer City record keeping, legal publications and notifications, elections, Mayor and City Council support. This is an appointed position that serves at the pleasure of the City Council. As the City Chief Administrator and presiding officer of the City Council, the Mayor will supervise and oversee day-to-day activities of this position.

**ESSENTIAL FUNCTIONS**

**COUNCIL SUPPORT:**

Act as the Clerk of the Council and provide high-level administrative support. Serve as a liaison between the Mayor, City Council, administrative departments, state and federal agencies, and the general public.

Administer and maintain the official edition of Roberts Rules of Order and act as the chief Parliamentarian advisor to the governing body.

Perform a variety of tasks to include budget preparation, arrange Council travel and training, proofread documents, draft ordinances, conduct research and fact-finding, prepare agendas, and applicable public notices. Attend all council meetings, maintain journals, and certify all actions of the Council.

Provide proper official ample notice of expiration or termination of any term of office, and when necessary, the conditions or requirements of all bonds, franchises, contracts, agreements.

Attest/Seals all documents such as ordinances, resolutions and proclamations.

Timely publish minutes and audio of Council meetings to the website.

Make recommendations for improvement of the form or substance of the code through drafting ordinances for the City Council. Assist other employees with the preparation of ordinances. Periodically review code for City of North Pole deficiencies, conflicts, or obsolete provisions.

**CITY CLERK:**

Prepare and maintain City Clerk Budget and participate in annual audits.

Act as the Custodian of the Seal and official records of the City and preserve and archive as applicable.

Manage municipal records and develop retention schedule and procedures for inventory, storage, and destruction of records.

Maintains an index of all permanent municipal records, provides for the codification of ordinances, authenticate or certify records.

Administer oaths, affirmations, and acknowledgments required by the applicable law, code, charter, and/or Alaska State Statute.

Provide information as requested from state, federal, and other local government agencies as applicable to the office of the city clerk and respond to public records requests.

Coordinate the annual commercial insurance renewals for vehicles, buildings, officials, and employees. Administer bed tax grant administration.

**ELECTION ADMINISTRATION:**

Serve as the voter registrar and is responsible for the calling and supervision of all City elections and assures compliance with 42 U.S.C. (Voting Rights Act of 1965) as amended.

Receive and process petitions such as initiatives, referendums, and recall.

**ETHICS:**

Receive complaints, stamp, number, establish docket, review, serve the complaint, and notice on the respondent, notify respondent and complainant when a complaint is accepted. Dismiss complaints where there is no jurisdiction or authority. Work closely with department heads, legal, and Ethics Board as applicable.

**HUMAN RESOURCES:**

Support all aspects of Human Resources to include:

Recruitment- Assist and coordinate all recruitment activities to ensure compliance with applicable code, charter, and best practices.

Employee Benefits – Assist with in negotiation of employee benefits, administer open enrollment and advise employees on plan options.

Employee Relations – Intake and resolve, as appropriate, complaints. Work with Mayor, department heads, and legal to provide resolution.

Maintain employee records and retention schedules.

Maintain affirmative action plans and ensure compliance with federal law.

Educate and train employees on Human Resources functions.

**OTHER:**

Use computer to perform routine administrative tasks.

Other duties as assigned by the City Council.

## **EDUCATION AND EXPERIENCE**

Certified municipal clerk is preferred,

Bachelor's degree in Public Administration preferred or two or more years of college coursework in a related field, or a combination of training and experience.

Demonstrated experience in the performance of responsible and challenging clerical work.

Knowledge of human resource management.

## **REQUIREMENTS**

Successful applicant must pass a background check and take the oath of office.

Must maintain a high degree of confidentiality.

An understanding and working knowledge of municipal law, election procedures, Alaska State Statutes, and record management.

An understanding and working knowledge of parliamentary procedures per Robert's Rules of Order.

Strong written and oral communication skills.

Must be able to work weekends, holidays, or evenings when necessary