



CITY OF NORTH POLE

Job Title: City Clerk/Human Resource Manager
Department: Administration
Reports To: City Council**
FLSA Status: Exempt
Prepared By: City Council
Prepared Date: January 28, 2020

THIS IS AN APPOINTED POSITION THAT SERVES AT AND FOR THE PLEASURE OF THE COUNCIL. TERMINATION OF THIS POSITION SHALL BE BY AFFIRMATIVE VOTE OF AT LEAST FIVE (5) MEMBERS OF THE COUNCIL.

SUMMARY: CITY CLERK

Performs and coordinates a variety of complex office/clerical services and related activities requiring considerable exercise of independent judgment consistent with generally accepted office practices, including those defined in Alaska State statutes, the City of North Pole Charter, the City of North Pole code of ordinances and other guidance documents that are or may come into effect. Performs a wide variety of customer service functions, including providing referrals, general municipal information and other public information as required. Drafts correspondence, addresses or refers constituent complaints or inquiries to appropriate departments/persons within the scope of the position of Clerk. Provides administrative support to Council including drafting for council member review, ordinances, resolutions, letters or other correspondence as requested. Conducts research and fact finding on items of interest to Council and proposes recommendations as requested. Provides for safe keeping of City records and archives. Stores, safeguards and disposes of City records consistent with current statutes regarding public records. Performs a variety of tasks related to accounting functions including data compilation, reconciliation, fiscal record keeping, budget preparation for the office of Clerk, report preparation, information exchange and other related work. Develops and supervises activities with the scope of Clerk for the maximum utilization of services and equipment by performing the following duties personally or through other City staff if staff assistance is approved in advance by the Mayor of the City. The City Clerk shall have power to administer all oaths required by law, give to the proper official ample notice of the expiration or termination of any term of office and, when necessary, the conditions or requirements of all bonds, franchises, contracts, or agreements. The City Clerk shall be the registrar of the City and shall be responsible for the calling and supervision of all City elections, unless otherwise provided by law.

SUMMARY: HR MANAGER

Perform and coordinate recruiting, hiring, employment conditions, employee assistance and counseling, benefits, compensation, training, discipline, firing and anything that involves employees and their working lives. Manage all aspects of HR including, but not limited to, the development, implementation, maintenance, and monitoring of 5 major areas:

- Employee relations
- Safety program
- Employee health and welfare benefits
- Local, state, and federal reporting
- Commercial insurance administration

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Serves as Clerk of the Council, including attendance at all regular and special meetings, taking and maintaining official records of Council proceedings, compiling and have Council meeting materials available as directed or as contained in the North Pole City code, providing notice of meetings, and processing Council actions and providing necessary follow-up.

Maintain detailed knowledge of the most current edition of Roberts Rules of Order.

Provide clerical/administrative support to Council and Council members to such as researching requested information, typing, reception, duplicating, filing, and message delivery.

Maintain and keep current an indexed file of all municipal records, provide for codification of ordinances, and authenticate or certify records as necessary.

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

Have custody of the official municipal seal and all City materials.

Receive and process mail and documents addressed to the Council or Council members.

Administer oaths, affirmations and acknowledgements.

Administer all municipal elections and serve as voter registrar for the State of Alaska and assure that the City is in compliance with 42 U.S.C. as amended.

Administer and maintain custody of conflict of interest statements.

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

Prepare budget information regarding the Office of City Clerk or other areas under the control of the City Clerk.

Participate in the annual audit as pertains to the Office of City Clerk.

Provide information as requested from State, Federal and other local government agencies as are applicable to the office of City Clerk.

May arrange transportation and hotel reservations for council members as requested.

ADDITIONAL RESPONSIBILITIES:

"Intentionally left blank"

SUPERVISORY RESPONSIBILITIES:

May supervise other employees as may be approved by the Mayor, to accomplishing specific projects or duties assigned of the job description or as assigned by Council. Carries out supervisory responsibilities in accordance with the Cities policies and applicable laws as they may pertain to specific tasks/projects. Responsibilities may include planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

- Be a certified municipal clerk and have a certificate in Public Sector Human Resource Management; or
- Bachelor's degree (B.A.) from four-year college or university in public administration or related field; or equivalent combination of education and experience; or
- Three years experience in positions of increasing administrative responsibility, such as deputy city clerk, city administrative assistant, city bookkeeper.

Comprehensive knowledge in computerized data management, work processing, spread sheets.

Must have strong presentation skills, strong analytical and reasoning skills, strong interpersonal skills in dealing with disgruntled constituents, volunteers and those with diverse cultural differences. Must have strong problem-solving abilities.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write resolutions, ordinances, proclamations or other articles using original or innovative techniques or style. Ability to make effective and persuasive presentations on controversial or complex topics to Council, public groups, and/or other executive level individuals or organizations.

MATHEMATICAL SKILLS:

Ability to apply advanced mathematical concepts. Ability to apply mathematical operations to such tasks as frequency distribution, determination of reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

REASONING ABILITY:

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, equations, graphs, etc.) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must be a certified municipal clerk

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit or stand, reach with hands and arms, stoop, kneel, crouch, talk and hear. The employee is occasionally required to walk, climb or balance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Cope and function well under high stress situations

****The Mayor, in the capacity as the Chief Executive Officer of the City of North Pole shall provide day to day instructions to the Clerk. Conflict resolution regarding day to day instruction will rest solely with the City Council. Enforcement of Council policy regarding the clerk's daily duties and absences are delegated to the office of the Mayor except that absences of five days or more will be approved or denied by the City Council. Under NO circumstances will leave be approved that exceeds the accrued leave balance.**