

City of Poulsbo



City Clerk

The City of Poulsbo is accepting applications for the position of City Clerk. Qualified candidates are encouraged to submit their application packets.

Compensation (2016): The position is full-time with a starting salary* of \$74,162 - \$76,387, DOQ/E. The proposed salary range* for 2016 is \$74,162 – \$85,973. (*The salary range is subject to Council approval on January 6, 2016)

Benefits (2016): Employees receive ten paid holidays, 200 hours of vacation and 96 hours of sick leave accrual, per year. After six months of employment, employees receive one floating holiday and after one year, two personal leave days are provided. Employees also receive an additional 1% longevity pay after five years, 2% after ten years, up to a 5% maximum. City employees are members of the Public Employees' Retirement System (PERS). The City pays 95% of medical/vision premiums, 100% of dental premiums for full-family coverage and 100% of life insurance premiums for a total of \$1,452.28. The employee's portion is \$69.12 per month. The City also contributes \$70.00 per month into a Health Reimbursement Account (HRA-VEBA) and provides a \$30,000 life insurance policy.

Job Description and Minimum Qualifications: Please see job description below.

To apply: Candidates are invited to submit a [City Application](#), Resume and Cover Letter by 4:00 pm, Friday, January 8, 2016 to:

City of Poulsbo
Attn: Human Resources
200 NE Moe St
Poulsbo, WA 98370

Or via e-mail to dkingery@cityofpoulsbo.com

Important Dates: Application packets must be received by Friday, January 8, 2016 at 4:00 pm. Interviews will be held on Wednesday, January 20, 2016.

Contact information:

Deanna Kingery, HR Manager, dkingery@cityofpoulsbo.com or 360-394-9705.

City of Poulsbo Position Description	
Position Title: City Clerk	Reports To: Mayor
Department/Section: Administrative Services/Clerk	Date: January 2016
Salary Schedule: Management	FLSA: Exempt

General Scope of Work:

The City Clerk is a senior level management position responsible for the overall operation, leadership and management activities of the department. The City Clerk is primarily responsible for attending Council meetings, processing the official minutes, records management and monitoring business licenses.

JOB DUTIES AND RESPONSIBILITIES

1. General

- Inform business owners of the laws relating to business, pawnbroker, escort bureau and peddler licenses.
- Responsible for developing, implementing and maintaining a records management system including the City Archives and essential records. Works with other city employees to coordinate records storage, retrieval, preservation and disposition in accordance with the WA State Records Retention Schedule.
- Process public records requests and serve as Public Records Officer for the City.
- Staff coordinator for the Municipal Research and Services Center Information Partnership Program.
- Prepare and oversee the Legislative and Clerk budgets. Establish and track performance measures as part of the annual budget process.
- Record City legal documents with the Kitsap County Auditor’s Office.
- Track and ensure completion of LID procedures including certified mailing of the preliminary and final assessment notices to property owners and preparation of certified documents for the bonding attorney.
- Notarize documents for city departments and the public.

2. Mayoral Support

- Serve as a management staff member for the Emergency Operations Center.
- Provide administrative support.

3. City Council Support

- Proofread and verify information and documents submitted for placement on the Council Agendas
- Ensure compliance with Open Public Meeting Act

- Attend Council meetings as required. Prepare Council agendas and extended agendas. Record meetings and transcribe minutes, certify verbatim transcripts when necessary
- Attend and staff Council Committee meetings in compliance with the provisions of the Poulsbo Municipal Code.
- Prepare ordinances and resolutions for approval, signatures, publication and distribution as necessary or required.
- Process Council legal publications such as public hearing notices, quorum notices, and special and retreat meeting notices.
- Record meetings and prepare minutes for the Finance/Administration Committee.
- Prepare the Council meeting packet for posting to the city website.
- Plan and coordinate travel arrangements for meetings, conferences and workshops including registration, hotel and airlines reservations and reimbursements.

4. Census

- Coordinate the annual census estimate or actual population count with City departments and the State Office of Financial Management.
- Perform the annual update of the Bureau of the Census Boundary and Annexation Survey.
- Conduct the census for newly annexed areas of the city and submit the required paperwork to the State Office of Financial Management.

5. Supervisory Duties

Supervise the Office Clerk position, conduct performance evaluations and coordinate workloads, including:

- Phone coverage
- Business license processes and compliance.
- Mail processing and distribution
- Issuance of various licenses.
- Preparation and coordination of the web page data for Council and Clerk-related information.
- Recommend staff hiring, promotions, reclassifications, salary increases, discipline and termination.
- Scheduling and facilitating requests for use of City Hall conference rooms.

WORKING CONDITIONS

Work is performed in an office environment with extensive work performed at a computer workstation. Environment includes a normal range of noise and other distractions with very low every day risks working around standard office equipment. Attendance at meetings requires working some evening hours.

PHYSICAL REQUIREMENTS

The City Clerk position does not require heavy lifting on a regular basis; however, when working with the records retention program, the individual may be required to lift heavy boxes of approximately 50 pounds.

EXPERIENCE AND TRAINING DESIRED

- Associate's Degree in Business or related field and five (5) years of progressively responsible office experience, preferably in a municipal government setting; or any combination of education and experience which provides the applicant with the desired skills, knowledge and abilities required to perform the job.
- Certified Municipal Clerk (CMC) or Master Municipal Clerk (MMC) classification preferred, or able to obtain within 5 years.
- Three (3) years personnel management and supervisory experience.
- Ability to communicate effectively, both orally and in writing.
- Ability to be bonded and insured.
- Knowledge of performance measures, goals and objectives.
- Notary Public.

LICENSES AND OTHER REQUIREMENTS

- Valid Washington State Driver's License, or obtain within one (1) month of employment.
- Notary Public, or obtain within three (3) months of employment.
- Passport Agent, or obtain within three (3) months of employment.

NOTE:

1. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.
2. While requirements may be representative of minimum levels of knowledge, skills and abilities to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.
3. This job description in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties required by the Mayor or City Council.