

**CITY OF TOPPENISH**  
**Class Specification**

**Title:** City Clerk

**Department:** Administrative Services

**FLSA Status:** Non-Exempt

**Reports To:** Administrative Services Director

**Effective Date:** May 1, 2019

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**General Summary:**

Under general supervision, serves as City Clerk and perform the full duties of the office as defined by law; performs technical, legal, and administrative duties in managing the official records of the City, maintaining historical municipal data, and providing administrative support for the City Council and the City Manager.

**Essential Functions/Major Responsibilities:**

- Compiles, prepares, reviews, and distributes City Council meeting agenda information packets; works with departments to correct and revise agenda information and supporting documentation.
- Manages the technical preparation, recording, and transcription of proceedings during special and regular meetings and public hearings of the City Council; attends meetings and ensures completion of required follow-up on meeting action items.
- Reviews and processes the official documents, legal notices, adopted resolutions, ordinances, and minutes required for public meetings; assures the accuracy of technical documentation files, official records, and Municipal Code; manages the publication of official notices, agendas, ordinances, and resolutions.
- Plans, manages, and coordinates the operations of City Clerk's office; assures official City activities are in compliance with Federal, State, and City policies and practices.
- Directs City records management program and recommends policies and procedures; assures the accuracy of technical documentation files and official records; assures City records management program is in compliance with state statutes.
- Performs administrative and research functions for City Council; oversees the recruitment process for board and commission vacancies; coordinates the City election for the county; facilitates communications between the City Council and other City departments; clarifies issues on City Council meetings, Open Public Meetings Act, and formal meeting procedures.
- Develops and monitors the Departmental and legislative budget; submits budget requests; monitors and approves expenditures.

- Supervises assigned staff; assigns tasks and projects; trains, counsels and coaches employees; monitors work, evaluates work performance, and implements disciplinary actions; assures that all issues are addressed and resolved; monitors Clerk's Office operations and work products and recommends process improvements; resolves issues on policies and procedures.
- Responds to open records requests and other requests for information; provides technical information to City staff as authorized; provides assistance to the public within scope of authority; oversees contract and agreement files; maintains contracts and logs.
- Supports the relationship between the City of Toppenish and the constituent population by demonstrating courteous and cooperative behavior when interacting with clients, visitors, and City staff; promotes City goals and priorities in compliance with all policies and procedures.
- Maintains and enforces confidentiality of work-related issues, client records, and City information; monitors staff compliance to security procedures, privacy laws, policies, and guidelines; performs related duties as required or assigned.

**Knowledge, Skills, and Abilities:**

- City and Department policies and procedures.
- State and Federal laws, statutes, rules, ordinances, codes, and regulations governing City government administration.
- State Open Public Meetings Act regulations and standards.
- Principles and practices of records retention, record keeping, and records management.
- City administration processes and procedures, including accounting, budgeting, and personnel rules.
- Technical procedures for archiving, indexing, and retrieving public documents.
- City ordinances, codes, policies, resolutions, and agreements.
- Analyzing technical and statutory issues, evaluating alternatives, and making decisions based on findings.
- Understanding, interpreting, and applying statutory standards and state rules and regulations.
- Using initiative and independent judgment within established procedural guidelines.
- Assessing and prioritizing multiple tasks, projects, and demands.
- Reviewing and maintaining complex and extensive records, compiling technical information, and maintaining official records.
- Operating a personal computer utilizing standard and specialized software.
- Entering information into a computer system with speed and accuracy.
- Establishing and maintaining cooperative working relationships.
- Communicating effectively verbally and in writing.

**License and Certification Requirements:**

- A valid Washington State Driver's License.
- Must be a Certified Municipal Clerk;
- Notary Public license required.

**Education and Training:**

- High School Diploma or GED.
- Associates Degree in Business or a related field preferred; AND five (5) years of experience as a municipal clerk; OR an equivalent combination of education, training, and experience.

**Job Conditions:**

Work is performed in an office environment with periods of potentially stressful situations and/or frequent interruptions. Position performs extensive close work assignments and computer work. May require extensive standing. Position requires the ability to multi-task. Position may come into contact with irate customers. Job may require lifting or carrying up to forty pounds.

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APPROVED:

  
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Lance Hoyt, City Manager

4/19/2019  
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Date