



**City of Casa Grande**

### **City Clerk**

**GENERAL PURPOSE:** Under limited supervision, performs technical, legal and administrative duties in managing the official records of the City, maintaining the required historical municipal data, and conducting municipal elections.

#### **PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Reviews and approves information packet compilation, preparation and distribution; directs the technical preparation, recordation and transcribing of proceedings during special and regular meetings and public hearings of the City Council, Boards and Commissions; attends meetings and assures completion of required follow-up on meeting action items.
- Reviews and approves meeting agendas and supporting documentation.
- Reviews and approves the official documents, adopted Resolutions, Ordinances and minutes after each meeting.
- Assures the accuracy of technical documentation files and official records.
- Manages the publication of official notices, agendas, ordinances and resolutions.
- Plans and coordinates City elections.
- Performs administrative and research functions for City Council, Boards and Commissions.
- Supervises assigned staff; prioritizes and assigns tasks and projects.
- Monitors Clerk's Office operations, and submits recommendations for improving the work functions and processes; resolves issues relating to policies and procedures.
- Assures City records management program is in compliance with Arizona statutes.
- Coordinates communications between the City Council and other City departments; clarifies issues relating to City Council meetings and formal meeting procedures.
- Manages technical bidding processes and City contract approvals.
- Responds to requests for information; provides technical information to City staff as authorized; provides assistance to the public within scope of authority.
- Performs other duties as assigned or required.

**SUPERVISION EXERCISED:** Administrative staff.

**JOB DESCRIPTION**  
**CityClerk.doc**

**MINIMUM QUALIFICATIONS:**

**Education and Experience:**

A Bachelor's degree in Public Administration, Business Administration, or closely related field, AND five (5) year's experience as City Clerk or Deputy City Clerk; OR an equivalent combination of education and experience.

**Necessary Knowledge, Skills and Abilities:**

- Knowledge of City organization, operations, policies and procedures.
- Knowledge of Federal, state, City and county laws, statutes, and ordinances relating to City government administration and elections.
- Knowledge of principles and practices of records retention and contract management.
- Knowledge of the municipal election process.
- Knowledge of the principles of record keeping and records management.
  
- Skill in effectively supervising staff and delegating tasks and authority.
- Skill in interpreting and applying applicable Federal rules and regulations, and City policies and procedures.
- Skill in assessing and prioritizing multiple tasks, projects and demands.
- Skill in working under pressure of deadlines, and establishing and maintaining cooperative working relationships with employees, officials, other agencies and the general public.
- Skill in operating a personal computer utilizing a variety of business software.
- Skill in effective oral and written communication.

**Special Requirements:** Designation as Certified Municipal Clerk and Certified Elections Official are required, and Notary Public.

**Physical Demands / Work Environment:** Standard office environment.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as needed.*