

**CITY OF LANDER  
POSITION AVAILABLE**

**City Clerk**

The City of Lander is accepting applications for a City Clerk. This is a full-time position with benefits. Salary depends on experience. A detailed job description is available at City Hall, 240 Lincoln Street, Lander, WY. They are also available on our website [www.landerwyoming.org](http://www.landerwyoming.org).

Applications must be received by 5:00 p. m. Friday, July 28, 2017.

*City of Lander*  
**Job Description**



|                    |                |                        |      |
|--------------------|----------------|------------------------|------|
| <b>Title:</b>      | City Clerk     | <b>Grade:</b>          | 15   |
| <b>Department:</b> | Administration | <b>Effective Date:</b> | 2017 |
| <b>Division:</b>   | Administration | <b>Last Revised:</b>   |      |

GENERAL PURPOSE

Performs a variety of administrative, technical and complex clerical duties related to planning, directing, organizing and controlling city-wide document and records management functions established by state statute Title 15 or local ordinance. Coordinates with county clerk and assists with city elections. Attends City Council and Planning Commission/Board of Adjustment meetings; provides clerical and secretarial support; takes minutes and records meeting proceedings; prepares minute reports; prepares meeting agendas and agenda packets; interprets the city codes; conducts research related to ordinances and various zoning practices; compiles changes to ordinances, standards and specifications; transcribes records and meeting minutes; may conduct filing duties, reviewing properties, taking pictures and compiling information.

Provides initial contact with the general public seeking information regarding zoning processes and annexation; determines necessary application forms and may assist customer with completion; receives and accepts site plans for new residential and commercial developments; accepts petitions for rezoning, annexations, street or easement vacations and conditional uses; assess fees according to established requirements.

SUPERVISION RECEIVED

Works under the general guidance and direction of the Mayor.

SUPERVISION EXERCISED

Provides close to general supervision **with input from the City Treasurer** to Deputy City Clerk, and part-time, seasonal or temporary clerical personnel.

ESSENTIAL FUNCTIONS

Develops, proposes and implements policies, procedures and practices affecting the receiving, processing and maintenance of all city files, records, contracts, agreements and related official documents of the city;

Prepares the agenda and attends ~~planning~~ **Council** meetings; coordinates with city attorney for the delivery of ordinances and resolutions; reviews and prepares council packet and agenda(s) for official legislative or executive meetings of the city and assures proper attachments; attends council meetings and assures accuracy of meeting records; prepares final documents; records, publishes and files new ordinances and resolutions; prepares documents for certification and signature; countersigns city contracts and agreements.

Serves as custodian of city seal; acts as notary public, attests to signatures on official documents and contracts; assures compliance with laws and guidelines regarding public access to city records; operates equipment to scan and computer-import minutes into permanent records, files and cross-references; maintains permanent hard copy records in minute books; maintains permanent record of all original documents, copies and reference book for resolutions and ordinances; monitors media publications to assure proper public posting of city announcements, advertisements and notifications.

Oversees codification of all city records and documents; maintains city records management system; catalogs and references documents and information for easy identification, location and duplication; assures compliance with state laws related to public access (Freedom of Information, GRAMA); assures proper classifications are applied to city documents and records; assists public by filling or coordinating records requests; establishes and monitors retention schedules on documents and assures timely archiving or purging of record according to law, ordinance or practice.

Participates in the annual audit process; provides and accounts for all documents presented to external auditors for review and evaluation.

Maintains computer files and copies for reference and cross indexing of all city documents including agenda packets, meeting agendas, appeals, committees, correspondence, elections, financial materials, forms, grants, insurance, court documents, leases, legal issues, easements, minutes, requests for proposals, ordinances, petitions, policies, properties, public notices, records requests, resolutions, surveys, studies, proclamations, etc.; maintains records and files for various committees and commissions.

Assists the public in providing various over-the-counter services; issues business licenses, liquor licenses, ~~building permits, zoning compliances~~, etc.; assists the public in proper completion of applications and related documents; schedules meetings; verifies and validates travel and training vouchers.

Acts as city human resource officer; maintains job classification and compensation system; monitors recruitment and selection processes to assure equal opportunity hiring; coordinates employee benefit programs and annual open enrollment for participation in insurance programs.

Acts as city liaison with information technology contractor(s) for service and maintenance; assures timely upkeep of city computer system.

Participate on a variety of boards and commissioners; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of City Clerk services and programs.

Performs related duties as required.

#### MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from high school; plus one (1) year of specialized training provided through professional workshops or in-service programs;

AND

B. Four (4) years of progressively responsible experience directly related to above duties.

OR

C. An equivalent combination of education or experience.

2. Knowledge, Skills, and Abilities:

Considerable knowledge of laws governing records retention, archiving, management and access (GRAMA); modern office practices and procedures; principles of supervision; coding, classifying, and indexing methodology related to recording city ordinances, laws, contracts, documents. Working knowledge of administrative procedures; city government and inter-relationship of various city functions; technical writing. Some knowledge of general research methods, sources, and procedures.

Skill in interpersonal relations, communications and cooperative problem solving.

Ability to understand and interpret laws and ordinances governing the operation of the office of city clerk; produce clear and accurate reports on a variety of subjects; acquire considerable knowledge of state and local statutes pertaining to city council meetings; exercise initiative, independent judgment and to act resourcefully under varying conditions; plan, organize, and coordinate the work of other personnel; maintain strict confidentiality related to sensitive administrative

information; operate personal computer (Windows) in utilizing various programs to produce or compose formal documents, reports and records; establish and maintain comprehensive records and files; work with the public and develop effective working relationships; communicate effectively, verbally and in writing; operate standard office equipment.

3. Special Qualifications:

May be required to be or become a Certified Municipal Clerk through the International Institute of Municipal Clerks or State Association.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Periodic travel required in normal course of job performance.

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Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_  
(Employee)