

**CITY OF GREENBELT, MD
CLASS SPECIFICATION**

CLASS TITLE: City Clerk
DEPARTMENT: Administration
REPORTS TO: City Manager

SALARY GRADE: 15
FLSA STATUS: E
DATE: 11/2022

JOB SUMMARY AND DISTINGUISHING FEATURES OF THE WORK:

This position prepares and keeps the official records of the City, conducts elections, and provides professional administrative support to the City Manager and City Council in carrying out City Council business. Work is performed under the general direction of the City Manager. Supervision is exercised over all division personnel.

ESSENTIAL JOB FUNCTIONS:

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

Attend all regular meetings and most work sessions of the City Council; coordinate with Department Heads and City Manager to develop and track agendas for Council meetings; write or edit comments on agenda items; prepare meeting packets for Council; prepare/maintain minutes of Council meetings; schedule Council meetings; and maintain Council calendar.

Administer all aspects of City elections by making arrangements for polling places and voting machines, recruiting and training election judges and clerks; advertising; preparing all written materials and forms; ensuring compliance with all relevant state and county laws and regulations, in addition to City Election Code; coordinating with Prince George's County Board of Elections on voter registration records and voting history information; and acting as staff liaison and Clerk to the Board of Elections, including writing board reports to Council.

Prepare, attest to, and maintain electronic and hard-copy records of enacted or final version of the official records of the City, including, drafting minutes, ordinances, and resolutions for adoption by the City Council, updating interpreting, and maintain the City Charter and City Code.

Administer appointment process for City Council advisory boards and committees, including recruitment, interviews, appointment and resignation correspondence, annual awards and dinner; act as intermediary between advisory groups and City Council; track referrals to and reports from groups.

Respond to phone, mail, email, and visitor requests for information from the public, the press, the City Council, and other staff members for information in City records.

Act as staff liaison and Clerk to the Employee Relations Board, including receiving grievances and appeals from employees for the board, scheduling, coordinating and attending hearings, and preparing and coordinating findings and recommendations for the board and decision of the City Council.

IMPORTANT JOB FUNCTIONS:

Research and write memos or reports, as needed or assigned

Write correspondence such as congratulatory letters and proclamations for the Mayor and City Council

Collect financial disclosure information from boards, Council, and City staff annually

Act as public contact for, and maintain records for, the City Cemetery

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Computer

General Office Equipment

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Associate degree from an accredited four-year college or university in Public Administration, Political Science, or a related field; and considerable progressively responsible related experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Certified Municipal Clerk desirable.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

All applicable state, federal and local ordinances, laws, rules and regulations.

All computer applications and hardware related to performance of the essential functions of the job.

Department organization, standard operating guidelines and policies, rules, and regulations.

Local, state and federal laws and current city ordinances.

Skill in:

Communicating orally and in writing with internal staff and other departmental staff in order to give and receive information in a courteous manner.

Operating and maintaining all assigned equipment required to perform the essential functions of the job.

Ability to establish and maintain effective working relationships with fellow employees, city officials, other government agencies, and the general public.

Ability to work independently, multitask, and coordinate and organize multiple projects.

Sensory requirements include standard vision requirements; vocal communication is required for expressing ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels. This is sedentary work requiring the exertion of up to 10 pounds of force sometimes.

Working Conditions:

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust.

The incumbents working conditions are typically quiet.

NOTE: This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.