

**ORDINANCE # 04-07-14 (1)**

**CITY OF RAINSVILLE**

**CITY CLERK – GUIDELINES AND/OR REQUIREMENTS FOR THE CITY CLERK**

**WHEREAS**, pursuant to *Code of Alabama § 11-43-4* the City Council is the appointing authority for the City Clerk the following are now requirement for the City of Rainsville’s City Clerk.

**THEREFORE BE IT ORDAINED BY THE RAINSVILLE, ALABAMA CITY COUNCIL AND MAYOR THE FOLLOWING:**

**SECTION 1: SUMMARY DESCRIPTION:**

Under administrative direction from the City Council and Mayor, directs, manages, supervises, and coordinates the activities and operations of the City Clerk’s Office including preparation and recording of the activities and decisions of the City Council and administers municipal elections; coordinates assigned activities with other divisions, departments and outside agencies; and provides highly responsible and complex to the City Council.

**SECTION 2: REPRESENTATIVE DUTIES:**

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Required to attend all city council meetings.
- Record and transcribe meetings agendas, minutes, ordinances, resolution, notices under the Council and Mayor’s supervision.
- Work with Mayor and Council to prepare documents and set the agenda at council work sessions, council meeting and hearings.
- Maintains all files, minutes, ordinances, resolutions, deeds, contracts, budgets and audits.
- Makes arrangements and public notifications for council and committee meetings.
- Prepare and maintains lists of all council members, boards and committees.
- Maintains list of city employees, appointees, and elected officials subject to state Ethics Law.
- Assist auditors with annual review, answer questions and preform research related to job responsibilities as requested by Council and/or Mayor.
- Trained in E-verify.
- Performs research related to job responsibilities as requested by City Council and Mayor and keeps records of those requests.
- Researches quotes for city property, liability and employee health insurance.

- Certifies and attests to official documents and city contracts.
- Put out bids for equipment or other contracts.
- Receives all claims against the city, notifies Council and Mayor, City Attorney and insurance carrier immediately. Supply information as required by insurance carrier.
- Helps process liability and employee health insurance by providing information to carriers and/or obtaining information from employees and handles all private information with a high degree of confidentiality in compliance with Privacy Laws.
- Conducts and manages city elections, ensures all election laws are followed, ensures all candidates are qualified by the rules set forth in the Code of Alabama and/or municipality, ensures candidates file requested campaign finance and election forms as required by the
- Secretary of State, maintains a voter's list, ensures ballots and forms are available, recruits and set election records according to law, assists newly elected officials. May select an absentee coordinator in accordance with the rules and regulations set forth in other job descriptions or by permission of the council liaison.
- Answer questions and give information concerning city policies and ordinances.
- Maintain personnel records and provide assistance to all city employees with their health insurance, employee handbook, policies and procedures.
- Answer phone and assist the public.
- Coordinate drug testing for new employees.
- Prepare and maintains schedule of all public meetings and notice of same to ensure compliance with the Open Meetings Act.
- Coordinates department head meetings, provides copies, etc., as needed.
- Go to bank and post office daily.
- Attend continuing educational class to keep informed of changes.
- Notarize documents as needed and keeps a record and log of the same.
- Process public record requests, with advice and counsel of City Attorney and/or Council and Mayor when needed.
- Helps process Workman's Compensation Claims by obtaining information from employees and/or the workman's compensation claim agent or representative and informs the City Attorney and/or Mayor and Council immediately.

**SECTION 3: QUALIFICATIONS:** The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

**EDUCATION/KNOWLEDGE AND SKILLS:**

Knowledge of: Operational characteristics, services, and activities of a City Clerk's Office. Modern municipal administrative methods and procedures, organizations, and functions.

Principles of supervision, training, and performance evaluation. Research techniques, sources and availability of information, and methods and principles of report presentation. Rules and regulations governing local municipal elections. Principles and practices of administrative management including electronic document and records management and systems analysis and implementation. Principles and practices of business correspondence. Principles and practices of municipal budget preparation and administration. English usage, spelling, grammar, and punctuation. Pertinent federal, state, and local laws, codes, rules, and regulations related to the responsibilities of a City Clerk. Ability to: Plan, organize, direct, and participate in the services and activities of the City Clerk's Office. Oversee, direct, and coordinate the work of lower level staff. Select, supervise, train, and evaluate staff. Participate in the development and administration of division goals, objectives, and procedures. Prepare and administer large program budgets. Prepare clear and concise administrative and financial reports. Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals. Research, analyze, and evaluate new service delivery methods and techniques. Identify and respond to community and City Council issues, concerns, and needs. Interpret and apply federal, state, and local policies, laws, and regulations. Provide information and organize material in compliance with laws, regulations, policies, and procedures. Facilitate group participation and consensus building. Attend evening or weekend meetings as required. Implement and maintain automated record keeping systems. Communicate clearly and concisely, both orally and in writing. Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines:**

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training: An Associate's degree or Bachelor's degree from an accredited college or university with major course work in political science, public administration, business administration, or a related field is preferred. Significant related experience and certification may substitute for education.

**License or Certificate:**

Possession of an appropriate, valid driver's license

Possession of a Alabama commission as a Notary Public is highly desirable.

Possession of certification as a Alabama Certified Municipal Clerk is highly desirable.

**SECTION 4: REQUIREMENTS FOR APPOINTMENT:**

The City Clerk shall be considered, appointed and voted on by the Rainsville City Council and Mayor and the majority of votes will determine the appointment of the same. The terms of service shall be for the amount of time determined by the council and mayor including and following a majority vote.

**SECTION 5: DISCIPLINE AND/OR TERMINATION:**

The City Clerk will be considered an administrative personnel position and will be subject to all rules and regulations set by the Code of Alabama as to the method for discipline and due process. Any disciplinary action taken regarding this position will be determined by a majority vote of the appointing authority which will be to include the Mayor and City Council

\*\*\* If anything in the job description conflicts with State Law or the Department of Labor Rules then that part shall become invalid and the rest shall remain intact.

**SECTION 6: THIS ORDINANCE SHALL TAKE EFFECT AFTER PASSAGE WITH THE COUNCIL AND PUBLICATION PURSUANT TO APPLICABLE LAW.**

\_\_\_\_\_  
**NICK JONES, Mayor**

Attest:

\_\_\_\_\_  
**JUDY LEWIS, City Clerk**

CLERK'S CERTIFICATE

I hereby certify that Ordinance No. 04-07-14 was published on the 27<sup>th</sup> day of April, 2014, by publication of the same.

in the *Mountain Valley News*, a newspaper of general circulation in the City of Rainsville.

by posting at Rainsville City Hall, the Rainsville Public Library, the Rainsville Post Office, and Rainsville Fire Hall (on the \_\_\_\_\_ day of \_\_\_\_\_, 2014).

Judy Lewis **JUDY**  
**LEWIS, City Clerk**