

City of Americus, GA



Title: City Clerk
Class Code: 1802

JOB DESCRIPTION

General Description:

The purpose of this classification is to serve as the official custodian of city records and to provide administrative, secretarial, and clerical support to the City Manager, Mayor, and City Council. Responsible for procurement of goods and services through competitive bids or proposals as required by the City's Purchasing Policy. Maintains confidentiality in all matters, reports and information pertaining to offices of the City Manager, Mayor and Council and all departments of the City.

Duties and Responsibilities:

The functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Serves as the custodian of official city records, to include City Council meeting minutes, ordinances, codes, resolutions, contracts, easements, deeds, legal records, and other documents: compiles and maintains all official files and records as appropriate in accordance with applicable laws; coordinates the indexing of minutes and the codification of all adopted ordinances; ensures proper execution and disposition of legal documents in accordance with records retention policies; certifies and attests to the accuracy and completeness of all City records; and provides public access to city records per open records laws.
- Provides secretarial/administrative support at a senior or executive level for the City Manager, Mayor, and/or Council: relieves management staff of routine administrative tasks; screens telephone calls, mail, and other communications and initiates appropriate action/response; records dictation; types, composes, edits, or proofreads correspondence, presentations, and news releases on behalf of management staff that require knowledge of City government operations, targeted audiences and appropriate format, tone and language; records and/or transcribes correspondence, statements, minutes, or other information; keeps management informed of significant matters, messages, documentation, or other information.
- Coordinates arrangements for various meetings, to include all City Council meetings: notifies participants of scheduled meetings; ensures all laws and regulations governing public meetings and public notification of meetings are followed; prepares and distributes meeting notices, agendas, and meeting packets; coordinates room reservations, setup, catering or refreshments, and equipment required for meetings; attends meetings to record and/or transcribe meeting minutes; prepares a summary of official meetings for public inspection that shows actions taken by the Council in accordance with applicable laws; distributes documentation; and maintains records.
- Prepares agendas for all City Council meetings under the direction of the City Manager: receives all requests for inclusion on the agenda and confers with City Manager for approval; assigns agenda items to the schedule; compiles all meeting materials for inclusion in the

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agenda packet; produces, copies, and distributes the agenda packet to Council, staff, the media, public, and other interested parties; and posts agendas as required by law.

- Maintains calendar/schedule of activities for the City Manager; schedules and confirms appointments, meetings, interviews, conferences, training activities, or other activities; updates calendar on a regular basis and notifies parties involved of changes; coordinates travel arrangements, accommodations, conference registrations, or other travel-related plans for the City Manager, Mayor, Council and/or other staff.
- Serves as liaison between tenants at Rees Park Economic Development Center for building repairs and maintenance, fire and security alarm, and building functions. Oversees cleaning of the building and grounds through the Public Works Department Correctional Officer and crew. Coordinates special events held in the Rees Park Economic Development Center Community Room; handles facility rental including rental fees, setting up room, meeting with caterers, assisting with audio-visual equipment and ensuring that all facility rules and regulations are followed. Prepares the Operating Budget and CIP Budget for Rees Park Economic Development Building.
- Serves as backup contact for the City of Americus Web Page using specialized software, which includes maintenance and monthly posting of changes.
- Serves as primary contact for Special Activity Permitting; organizes information, works with Department Heads, and recommends for approval of City Manager.
- Serves as liaison between the City Manager and departments, staff members, City officials, the public, community leaders, outside agencies, or other individuals or organizations for the distribution and receipt of routine information; interacts with various officials and dignitaries involving sensitive client relations; conveys information among division/department personnel; circulates documentation to appropriate departments.
- Compiles and maintains a myriad of manual and automated files, lists, spreadsheets, and other records pertaining to City business: researches and compiles required information; enters and updates data into automated systems; and retrieves and reports data as requested.
- Answers telephone calls and greets visitors; ascertains nature of business, directs callers/visitors to appropriate personnel, and records/relays messages; responds to requests for service/assistance; retrieves messages from voice mail or answering machine; initiates and returns calls as necessary; relays calls/messages via two-way radio.
- Performs customer service functions in person, by telephone, or by mail; provides information or assistance regarding department/division services, activities, forms, procedures, fees, or other issues; receives and/or disseminates forms/documentation; responds to routine questions/complaints, researches problems, and initiates problem resolution; refers complaints/problems to appropriate personnel.
- Coordinates the professional production of or directly produces various publications, reports, advertisements, and other documents for city business: writes copy and designs layout for

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routine documents; proof reads documents; and coordinates the printing and distribution of materials.

- Prepares welcome packets for new customers; prepares letters to new appointees to boards or commissions and arranges for them to be sworn into office; and prepares the monthly employee newsletter.
- Conducts special projects as assigned by the City Manager, which may involve researching, synthesizing, analyzing and summarizing information.
- Compiles information and writes proclamations for the Mayor and Council to sign and present.
- Assist with planning and coordinating special events and activities as directed.
- Prepares, submits and maintains records pertaining to department budget, expenditures, payroll and other administrative records.
- Serves as Election Superintendent for the City and liaison between Sumter County Board of Elections. Responsible for qualifying candidates, preparing all election notices, working with State Ethics Commission for proper reporting.
- Serves as Record Retention Officer and manages current records retention plan in accordance with state guidelines. Responsible for disposition of records according to the Records Retention Schedule.
- Maintains calendar/schedule of activities and appointments for the Mayor; schedules and confirms appointments, meetings, interviews, conferences and other activities.
- Procurement Work: Processes all requests for purchases approved through the CIP process; writes Request for Proposal or Bid Specifications, prepares specifications for purchase requests; verifies available funding and approvals; evaluates bid results; locates new sources for products needed; recommends contractor, ensures City obtains the best quality product of service for the price.
- Maintains building security and keys, gasoline card security, and telephone security files and codes.
- Maintains all city cell phones and processes cell phone bill monthly, includes upgrading, ordering new phones, getting phones repaired, etc. on a daily basis.
- Maintains listing of vendors and addresses; answers questions from City staff, vendors and suppliers; and trains City personnel in correct purchasing procedures.
- Prepares newspaper advertisements for purchasing requirements.
- Processes yearly contract bids for outside services.
- Process all monthly contract payments which includes preparing monthly spreadsheet in Excel and purchase order to submit for payment for telephone, gas, city credit card, pest control and IT Services for all departments of the City.
- Serves as IT Liaison with City's IT Contractor; approves all purchases of computer related equipment; processes payment for these purchases. Prepares operating and CIP budget.
- Assumes the duties of the City Manager in their absence.
- Performs related work as assigned.

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Minimum Education and Experience Requirements:

Requires an Associate's Degree or specialized courses/training equivalent to satisfactory completion of two years of college in business, public administration, municipal government or closely related field; Requires four years' experience in public administration, business or closely related experience. Required qualifications may be any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this job.

Physical Demands:

Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

Unavoidable Hazards (Work Environment):

None.

Special Certifications and Licenses:

None.

Americans with Disabilities Act Compliance:

The city of Americus is an Equal Opportunity Employer. ADA requires the City of Americus to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

By signing below, I confirm that I have read the above job description and understand the requirements, duties and responsibilities of the position.

Employee: _____ Date: _____

Manager: _____ Date: _____

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