



WILDWOOD®

CITY CLERK

The City of Wildwood, Missouri (pop: 35,517) is seeking an experienced individual to serve as **City Clerk**. The ideal candidate will be able to perform complex, highly responsible administrative support to the Mayor, City Council and City Administrator as further described in the attached Position Description, including knowledge of the legal requirements relating to municipal records, policies regarding meetings, and any laws applicable to the administration of the City Clerk's office; position requires taking minutes at monthly City Council meetings and other meetings as assigned. Candidate must have strong writing skills in order to produce reports, correspondence, meeting minutes and citizen communications; must use good judgment and maintain confidentiality of personal and private information of citizens and officials. Salary is set by the City Council (current pay range = \$59,163 to \$85,786); comprehensive benefits package. Bachelor's Degree in in public administration or a closely related field. Five years of increasingly responsible clerical experience in a municipal organization of which at least two years have involved providing administrative office support services to management activity at the division or department level in a public agency; experience in a City Clerk/Administrator Office is desirable. Notary Public License and Certified Municipal Clerk certificate are desirable.

Letter of interest and accompanying resume for this position must be submitted to the City of Wildwood, by Friday, December 2, 2016 at 5:00 pm. This information must be e-mailed to ryan@cityofwildwood.com. Equal Opportunity Employer.

Departments of Clerk and Council
Supervised by: Mayor and City Administrator
FLSA: **Exempt**
Full Time
Salary: As approved by the City Council

POSITION DESCRIPTION

Performs support services to facilitate the work of the City Council. Serves as the primary administrative assistant to the City Administrator.

ESSENTIAL DUTIES AND RESPONSIBILITIES, include the following:

1. Supervisor may assign other duties and responsibilities.
2. Serves as the official custodian of the records of the City, including ordinances, resolutions and proclamations, authenticating those records by signature. Attends and records minutes of the City Council meetings.
3. Assists in the preparation of the agenda for the City Council meetings. When required, works with the City Attorney and other staff members in the preparation of ordinances and resolutions.
4. Responsible for the posting of meeting notices in compliance with State law, publication of legal notices and, when required, notification of affected individuals, groups and businesses of pending action of the City.
5. Responsible for the advertising of bid solicitations, job announcements as requested by other Departments.
6. Provides clerical support to the City Council, including the taking of minutes, typing, filing and scheduling.
7. Serves as the City's election authority, assisting the St. Louis County Board of Election Commissioners in conducting City elections in accordance with State law and City Charter. Administers oaths of office. Registers citizens to vote.
8. Assists in the recruitment and selection of new employees. Evaluates and recommends staffing needs and resources.
9. Responsible for the selection and supervision of the City's outsourced computer operation, maintenance and network needs; management of telephone system and mail services.
10. Prepares and edits the City's community-wide newsletter.
11. Responsible for the organization and execution of special events for the City Council and staff.
12. Responsible for the management of approved budget for the department.
13. Supervises receptionist and part-time receptionist/office assistant.
14. Responsible for the handing of insurance claims against the City of Wildwood.
15. Reviews Liquor License applications and renewals.

16. Responsible for the issuance of permits and licenses and management of related databases for solicitors permits, business licenses, daycare licenses and other permits/licenses as assigned.
17. Manages use of City Hall facility – Council Chambers and Community Room.
18. Administers the City's Community Development Block Grant Program.
19. Serves as Notary Public.

QUALIFICATIONS

To perform this job satisfactorily, an individual must be able to perform each essential duty in accordance with the City's performance requirements. The requirements listed herein are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions under ADA guidelines.

EDUCATION, CERTIFICATION AND EXPERIENCE

Bachelor's Degree in in public administration or a closely related field. Five years of increasingly responsible clerical experience in a municipal organization of which at least two years have involved providing administrative office support services to management activity at the division or department level in a public agency; experience in a City Clerk/Administrator Office is desirable. Notary Public License and Certified Municipal Clerk certificate are desirable.

TECHNICAL QUALIFICATIONS - KNOWLEDGE, SKILLS, AND ABILITIES

Considerable knowledge of the legal requirements relating to municipal records, including recording and maintenance of meeting minutes, and the preparation of ordinances, resolutions and proclamations. Ability to work independently and exercise independent decision-making. Ability to maintain cooperative relationships with the general public, City officials and staff. Ability to maintain the confidentiality of information. Extensive knowledge of standard software applications including word processing, spread sheets, database and desktop publishing. Knowledge of modern personnel practices.

LANGUAGE SKILLS

Excellent verbal and written communication skills. Ability to comprehend instructions, reports and correspondence consisting of legal and financial information. Ability to effectively write all forms of correspondence. Ability to effectively present information in one-on-one and group situations. Ability to produce brochures and newsletters.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit and use hands to finger, handle or feel objects or controls. The employee is occasionally required to stand, walk, reach with hands and arms, balance, stoop, kneel or crouch. The employee must occasionally lift and/or move up to 50 pounds of general office files and equipment. Employee must have visual acuity to work independently and consistently with legal and financial data.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.