Position Title: City Clerk
Department: City Hall
Immediate Supervisor: City Administrator
Status: Regular, Full Time
Salary / Compensation: $28 to $33 Per Hour, DOQ

This position typically works 40 hours per week during regular city business hours, but is responsible for some after-hour meetings and is the primary staff representative to the Planning and Zoning Commission. Periodic direct interaction with members of the City Council, other city staff, citizens and outside consultants are customary and common in this position.

General Position Description: The City Clerk works independently, with limited supervision and direction, under the City Administrator and performs a wide range of duties requiring attention to detail and deadlines, and strong administrative and organizational skills.

This position provides primary support to the City Administrator and acts on their behalf when absent. Additionally, this position manages all general and special elections; zoning, permitting and licensing; newsletter, website and social media communications; serves as a backup for utility billing, and provides staff support to the City Council and for the Planning Commission. Based upon the level of contact and communication with the community, City Council, Boards and Commissions and staff, the highest level of tact, courtesy and sound judgment is required.

Specific Tasks and Responsibilities:

Assist the City Administrator, or in their absence, perform any of the duties of a statutory City Clerk so that the administrative responsibilities of the city are carried out in a prompt, efficient and lawful manner. Representative tasks include: maintain an ordinance books, issue all licenses and permits with approval, post and publish legal notices, ordinances and resolutions as required, attend meetings and serve on committees as assigned by the Council and perform other appropriate duties as assigned by the Administrator.

Act as staff support to the Planning and Zoning Commission by taking, preparing, producing and distributing meeting agendas, attending meetings and taking meeting minutes, preparing Ordinance amendments and development plans, zoning applications, process conditional use permits, requests for rezoning and requests for variances, initiate annual review of conditional use permits, conduct on-site reviews and recommend approval to the Council. File certified copies of zoning approvals with the county recorder, place notices of public hearings on zoning matters in the official newspaper, mail notices, assist and direct consultants to receive information for the Council and prepare minutes of Planning and Zoning Commission meetings. Handle all zoning complaints and violations.

Assist, as directed, in preparing and producing Council agenda packets, attending Council meetings and taking, preparing, producing and distributing meeting minutes as needed. Handle the publication, updates and revisions of all City Policies and Ordinances. Review and maintain records retention pursuant to Statute and Policy.

Handle all city licensing for liquor licenses, game licenses, rental housing, fireworks, event permits, etc. Send annual notices that licenses are due, assist with and provide information required to licensee. Coordinate elections and associated procedures, train judges and serve as head election judge for all municipal elections.
Maintains and updates daily utility billing receipts in Point of Sale system and prepares bank deposits for utility billing receipts. Updates the city website with current issues, public hearing notices, coordinates special events, post agendas, minutes, meetings, etc. Serves as backup for maintaining the Local Government Channel on the Cable Access. Compiles and sends out quarterly Newsletter and manages city social media sites. Completes any assigned tasks as delegated by the City Administrator.

**Required Skills:**
Three years experience in general office skills and accuracy including, but not limited to, strong command of Microsoft Office products (Word, Excel, Power Point, etc.), copiers, scanners, and other standardized office equipment. Must have excellent communication skills and strong problem solving abilities.

**Education and / or Experience:**
Four year college or university degree; and at least three years of related municipal experience; or equivalent combination of education and experience may be acceptable. Prior municipal experience in a City Hall setting, including utility billing or as a City Clerk is preferable.

**Work Environment:**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Typically, the employee will perform the work in an office environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essentials functions.

**Physical Demands:**
The work is sedentary. However, there may be some walking, standing, bending, carrying of light items (not exceeding 50 pounds) such as papers, books, small parts, driving an automobile, etc. No special physical demands are required to perform the work. Reasonable accommodations may be made to enable individuals with disabilities to perform the essentials functions.

**Confidentiality:**
Incumbent has access to all County records, many of which are of a confidential nature, especially personnel and medical records, as well as legal records, on-going legal matters, negotiations, etc.

**To apply for this position, please send a cover letter, resume and reference list, along with a completed City Application, per the information below.**

**E-mail:** danm@cityofrockford.org. **Re:** City Clerk Position

**Mail:**
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