

# HELP WANTED: City Clerk (New Bedford City Council)

TITLE: CITY CLERK

LEVEL: M-12 \$64,765 – \$79,000

DEPARTMENT: CITY CLERK

The New Bedford City Council seeks qualified applicants for the position of City Clerk to fill the vacancy created by the retiring City Clerk.

FUNCTION: The City Clerk shall have such powers and perform such duties as the City Council may prescribe in addition to such duties as may be prescribed by law. The City Clerk shall be the Clerk of the City Council, and shall keep the records of the meetings of the Council.

SUPERVISION RECEIVED: Works under the general supervision of the City Council.

SUPERVISION EXERCISED: Exercises supervision over clerical and other staff as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Provides a variety of routine and complex supervisory, clerical, and administrative work in the administration of the City government; manages and supervises assigned operations; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed; maintains and records vital statistics, legal records and official municipal meeting records; issues licenses; birth, death and marriage certificates; dog, hunting and fishing licenses. Collects fees for above; receives claims; administers oaths; receives and certifies documents.

Serves as custodian of official City records and public documents; performs certification and recording for the City

as required on legal documents and other records requiring such certification; seals and attests by signature to ordinances, resolutions, and contracts, easements, deeds, bonds or other documents requiring City certification; catalogs and files all City records; prepares department budget and maintains records of expenditures and receipts; provides professional advice to supervisors; may make presentations to supervisors, boards, commissions, civic groups and the general public; communicates official plans, policies and procedures to staff and the general public; assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities and time.

Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations. Issues written and oral instructions; assigns duties and examines work for exactness, neatness and conformance to policies and procedures; maintains harmony among workers; performs or assists subordinates in performing duties; adjusts errors and complaints.

Attends regular and special City Council meetings; oversees or performs an accurate recording of the proceedings; prepares the minutes, proper legislative terminology, recording, indexing and filing for the public record; distributes information as requested.

Prepares and distributes agendas, materials, minutes and records of meetings; files ordinances and resolutions of the Council, and oversees the codification of ordinances into the municipal code; prepares and advertises meeting agendas, bid and other advertisements, and legal notices of public hearings and special meetings.

Administers oath of office to public officials; provides public records and information to citizens, civic groups, the media and other agencies as requested; types Council Members' correspondence; assists in the preparation of ordinances and resolutions as directed.

The above covers the most significant responsibilities of this position. It does not, however, exclude other occasional duties, the inclusion of which would be in conformity with the position.

#### BASIC KNOWLEDGE AND EXPERIENCE:

Duties require knowledge of Federal, State and local laws, bylaws and regulations, recordkeeping and automated systems, budgeting and management equivalent to four years of college in public or business administration; working knowledge of the principles and practices of modern public administration; extensive knowledge of office practices and procedures; thorough knowledge of modern records management techniques, including legal requirements for recording, retention and disclosure; ability to accurately record and maintain records; ability to establish and maintain effective working relationships with employees, other departments, officials and the public; ability to communicate effectively verbally and in writing; ability to plan, organize and supervise clerical workers and assigned staff.

Position requires five years of experience in management and supervision, preferably in a public sector function; as public official, responsibilities are subject to Federal, State and local laws, regulations and bylaws and to financial authorization of the City

SPECIAL REQUIREMENTS: Must be bondable; valid Massachusetts driver's license or ability to obtain one; notary public certification within six months of appointment. Subject to CORI background check.

PHYSICAL AND ENVIRONMENTAL STANDARDS: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Normal office environment, not subject to extremes in temperatures, noise, odors, etc. May require periods spent in non-office environments; regular interruptions to assist citizens; spends extended periods at terminal, on telephone or operating other office machines, requiring eye-hand coordination and finger dexterity; regular lifting and carrying of files, documents, records, etc. Some travel by automobile to meetings and sites may be necessary.

SELECTION GUIDELINES: Formal application; rating of education and experience, oral interview and reference check; job-related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

For application/complete job description, please visit [www.newbedford-ma.gov](http://www.newbedford-ma.gov). Applications should be sent to Council President Joseph Lopes c/o Personnel Dept., City Hall, 133 William Street,  
Room 212, New Bedford, MA 02740.

New Bedford has a residency requirement. EEO/ADA

Applications will be accepted until May 30, 2014, at 4:00 p.m.

Apply: **<http://newbedford-ma.gov/Personnel/employ.html>**