



## City Clerk

### Key Facts

**Department:** Administration

**Reports To:** City Administrator

**Salary Range:** \$77,563- \$108,576

**FLSA:** Non-Exempt

**Schedule:** 8:00 a.m. – 5:00 p.m., Monday – Friday, with evening meetings and other hours as needed

### Summary

The City Clerk is an appointed official under state law, and oversees the organization, retention, and public accessibility of municipal records, and provides critical administrative support to city administration and the Board of Aldermen. The City Clerk ensures compliance with state and local statutes regarding municipal documents, meetings, licensing, and elections, and serves as the City's Custodian of Records, specifically responsible for addressing record requests in accordance with the Missouri Sunshine Law.

### Essential Job Functions

- Maintain and preserve the official records and Seal of the City, including ordinances, resolutions, bylaws, municipal code of ordinances, resolutions and/or other legal instruments, including contracts, and meeting minutes.
- Attend and record all meetings of the Board of Aldermen and Finance Committee; prepare agendas and meeting materials; and post public notices in compliance with the Sunshine Law.
- Administer and coordinate candidate filings for municipal elections and prepare legal notices in coordination with county election board.
- Administer oaths of office and certify official City documents.
- Manage records and archives according to City and state retention schedules and fulfill public record requests and subpoenas.
- Manage processes and records for appointments to City boards and commissions.
- Responsible for issuance and renewal of business and liquor licenses.
- Organize arrangements for meetings and trainings, expenses, and communications for the Mayor /Board of Aldermen, City Administrator and any municipal committees, boards or commissions as required or as needed.

**Minimum Qualifications** – you must meet these requirements to be considered for the job.

- Bachelor's degree from an accredited university or college.

- Minimum of two years of experience in municipal records management or a related field.
- Missouri Registered City Clerk certification (or ability to obtain within three years of hire).
- Notary Public certification required.
- Certified Municipal Clerk (CMC) designation preferred.
- Valid driver's license.

**Knowledge, Skills and Abilities (KSAs)** which may be representative, but not all-inclusive of those commonly associated with this position.

- Deep understanding of municipal recordkeeping, elections, and Sunshine Law compliance.
- Proficient in digital communications, public records systems, and office technology.
- Strong writing and editing skills, with ability to produce accurate, grammatically correct correspondence.
- Effective communication with elected officials, staff, and the public.
- Excellent organizational, research, attention to details, and time management skills.
- Ability to manage sensitive information with confidentiality and discretion.
- Skill in planning and coordinating multiple priorities and evolving deadlines.
- Embrace core values of the city including integrity, accountability, teamwork, customer service, and continual improvement.

**Work Environment** – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Typical office environment with standard lighting, temperature, and ventilation.
- Regular evening meetings required.
- Public-facing role requiring frequent interaction with staff and citizens.

**Physical Abilities** that are commonly associated with the performance of the functions of this job. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

- Ability to perform sedentary office tasks including prolonged sitting and typing.
- Occasional lifting and carrying of materials up to 30 pounds.

**The City of Parkville** is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. All employment is decided on qualifications, merit, and business need. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related

instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. These duties may be modified, as required, by applicable federal and state laws.