



# CITY OF OMAHA CLASS SPECIFICATION

## CLASSIFICATION TITLE: CITY CLERK

BARGAINING UNIT: [AEC](#)

CODE NUMBER: 4005

PAY RANGE CODE: 26 AEC

REVISION DATE: 6/23/16

### **NATURE OF WORK:**

This is supervisory and specialized administrative work involving the management of the overall operation of the City Clerk's Office. Work includes budget preparation and management, supervision of subordinate personnel, responsibility for the preparation of the City Council agenda, and maintenance of all files and records pertaining to official actions taken by the council. An employee in this classification works closely with City Council members, the Mayor, Department Directors, and the public in the performance of assigned duties and is required to attend City Council meetings to call roll, present documents, and maintain a record of votes cast. Work is performed with considerable independence.

**ESSENTIAL FUNCTIONS:** *(Any one position may not perform all the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class.)*

Manages the operations of the City Clerk's Office including reviewing various types of licenses, petitions, and other materials, preparing and disseminating the City Council agenda and packets, and resolving difficult complaints from the public.

Supervises subordinate personnel including interviewing, hiring, assigning work, disciplining, and terminating employees.

Responsible for the maintenance of all files and records pertaining to official council actions and the filing of legal documents.

Signs and certifies all city ordinances, contracts, resolutions, reports and other documents, and ensures their transmittal to appropriate officials.

Attends City Council meetings, calls roll, reads proposed documents, and keeps record of votes cast.

Develops and administers the City Clerk's Office operating budget and reviews all major expenditures.

Responsible for the proper notification of all property owners and legally interested parties on condemnations and assessment notices regarding streets, sewers, sidewalks, etc.

Attends bid openings and appears before legislative bodies.

Maintains regular job attendance in accordance with a schedule established for the position by the supervisor.

Performs other related duties as assigned or as the situation dictates within the scope of this classification.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of legal and City Charter requirements pertaining to council procedures and the maintenance of official city documents.

Knowledge of office management procedures as they apply to the preparation and care of legislative records including computerized records management and accounting principles and procedures.

Knowledge of state statutes for Metropolitan Class cities, the City Charter, and city ordinances.

Knowledge of the organization and functions of city departments.

Knowledge of and ability to operate a computer or other technology using standard or customized computer or systems software applications appropriate to the assigned tasks.

Ability to learn and adapt to advances in computer and electronics device technology and software.

Ability to interpret and explain city ordinances.

Ability to plan, assign, coordinate, and direct office operations including monitoring performance and approving the hiring, disciplining, and terminating of subordinates.

Ability to prepare clear, concise, and organized business correspondence.

Ability to make management level decisions in accordance with laws, regulations and general policies.

Ability to speak effectively in order to call roll and present documents at City Council meetings and represent the city before professional, civic, and legislative bodies.

Ability to establish and maintain effective working relationships with fellow employees, elected officials, and members of the general public.

Ability to understand oral or written instructions.

Ability to adhere to safety policies, procedures and guidelines.

Ability to sit 51 to 75% of the time; stand and walk 26 to 50% of the time; and reach, balance, bend, stoop, squat, kneel, crouch, push, pull and type 0 to 25% of the time.

Ability to move objects weighing up to ten (10) pounds 0 to 33% of the time.

**EDUCATION AND EXPERIENCE:** *(The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)*

Bachelor's degree.

Master's degree preferred.

AND

Four (4) years of experience in progressively responsible work involving contact with the general public and records management of a variety of documents requiring legal compliance (i.e., legislative bills, resolutions, ordinances, etc.) including three years of experience in a supervisory capacity.

**WORKING CONDITIONS:** *(The conditions herein are representative of those that must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.)*

Work is primarily performed in an office setting amid normal conditions of dust, odors, fumes, and noises and involves considerable public contact.

**EQUIPMENT OPERATION:** *(Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)*

Computer  
Telephone

Facsimile Machine  
Printer

Copier  
Tape Recorder

Previous Revision Date(s):

2/1/05