

RESOLUTION OF THE CITY OF DIAMONDHEAD AMENDING THE JOB DESCRIPTION
OF THE CITY CLERK

The Council for the City of Diamondhead has appointed a City Clerk to serve the City of Diamondhead pursuant to Mississippi Code 1972 Sections: 21-15-17, 21-15-19, 21-15-21, 19-13-29, 21-35-13, 21-39-5 and 21-39-19.

WHEREAS, it is the desire of the Council to adopt an amended job description attached herewith consistent with statutory duties set for by Mississippi Law as well as duties it deems necessary to ensure proper functioning of its municipal offices;

NOW THEREFORE BE IT RESOLVED, the Council for the City of Diamondhead does hereby adopt the job description attached herewith and amends the duties of the City Clerk in accordance thereto.

I hereby certify that the above and forgoing Resolution was adopted in the affirmative by the following vote of the Council of the City of Diamondhead on the 3rd day of May, 2016.

	Aye	Nay	Absent
Mayor Schafer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Councilmember Knobloch	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Councilmember Lopez	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Councilmember Woolbright	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Councilmember Rech	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Councilmember Sislow	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



ATTEST:

Jeannie Klein
JEANNIE KLEIN, CITY CLERK

APPROVED:

Thomas Schafer, IV
THOMAS SCHAFFER, IV MAYOR

City of Diamondhead General Administration Dept. – City Clerk

Department: Administration
EEO Category: Professional **FLSA Status:** Exempt
Date Approved: May 7, 2012

Purpose of Position

The primary responsibilities of the City Clerk are defined by state statute and include, but are not limited to, serving as guardian of the city seal, guardian of all official records, voter registrar, and election supervisor. The position has been vested with additional duties by local ordinance to include conducting, validating, and publishing bond sales, dealing with multiple state agencies, and all city departments. The City Clerk shall report directly to the Council under daily supervision of the City Manager in the performance of various duties.

Position Duties

- Supervise schedules and review assistant clerks
- Supervise and conduct city elections, register voters
- Conduct, validate, and publish city bond sales, accept delivery and sign bonds
- Guardian of the city seal and all official city documents
- Attend Council meetings, supervise, publish and give official notice of ordinances and council business
- Performs the work involved in the maintenance of official City documents, resolutions, ordinances, and records.
- Verifies filing of documents with proper officials and offices.
- Provides on request any and all official documents for examination as required by law.
- Answers questions from the public and officials regarding ordinances, resolutions, and official actions.
- Takes affidavits in the absence of the Municipal Court Clerk.
- Administers the City's licensing function in accordance with City Codes, City policies, and State Statutes.
- Forwards insurance claims to insurance carriers/workers' compensation.
- Serves a Human Resource officer.

- Other duties as assigned

Desirable Knowledge, Skills and Abilities

- Thorough and extensive knowledge of municipal government
- Knowledge of city, state, and federal policies, rules, ordinances, and laws
- Excellent communications skills--both written and oral
- Knowledge of common accounting and bookkeeping principals
- Ability to use standard office machinery such as computer, fax, or photocopier
- Ability to establish and maintain effective working relationships as necessitated by work assignments
- Ability to effectively communicate with citizens, city personnel, and other city administrators

Education, Certification and Experience Required

- High school diploma or GED equivalent
- Courses in office management preferred
- Prior supervisory experience preferred
- Municipal clerk certification preferred

PHYSICAL DEMANDS AND WORKING CONDITIONS

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.

Physical requirements include occasional lifting/carrying of 10+ pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to sitting, standing, reaching, walking, twisting and kneeling to perform the essential functions. Working conditions are primarily inside an office environment.

Employee

Date

Proposed 05.03.16

Supervisor

Date