

City of Peachtree Corners Position Description

Position Title: City Clerk
FLSA Status: Exempt
Established: October 2012

SUMMARY

Serves as clerk to the Mayor and Council. Duties include preparing for and managing the functions of all Council meetings; recording actions in public meetings in accordance with State Law and parliamentary procedures; posting meeting notices and maintaining public records.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Serves as custodian of official City records and public documents. Serves as the municipal court clerk. Duties are performed independently under the general supervision of the City Manager.

- Prepares council agenda and coordinates the assembly of council packets for all council meetings.
- Attends regular and special meetings of Mayor and Council.
- Prepares and posts notices of public meetings and hearings and notifies the news media of scheduled meetings.
- Researches, drafts and maintains ordinances and resolutions for City Council action.
- Receives and responds to requests for information from the Mayor and Council, Peachtree Corners' citizens and the general public.
- Controls, inventories and monitors all public records and archives of the City.
- Oversees the preparation of business licenses and collection of related fees
- Approves applications for alcoholic beverages and business license, permits and contracts.
- Implements and oversees the City's records management system.

QUALIFICATIONS To perform in this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge of standard policies, procedures, programs and services in municipal government.

- Knowledge of state laws, practices and procedures relating to public records and public meetings in local government.
- Knowledge of modern office practices, equipment, methods and procedures.
- Skill in effectively communicating, both orally and in writing.
- Skill in establishing and maintaining effective working relationships with elected officials, co-workers, City employees, the general public, business and community leaders.
- Skill in managing competing priorities on multiple projects.
- Skill in recording and transcribing minutes of public meetings.
- Ability to comprehend, interpret and explain adopted codes, ordinances and policies that relate to City operations and programs.
- Ability to research and analyze detailed information, records and statistical data.
- Ability to prepare clear, concise and accurate documents.
- Ability to manage stressful situations.

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED), knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field, or equivalent combination of related training and experience. Experience as a city clerk is preferred.

Must be 21, have a valid state driver's license free of suspensions and/or revocations, and meet physical standards test. Hire is subject to criminal history investigation.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of citizens or employees of the City.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee frequently is required to stand, walk, sit, and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move light objects. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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

The work is typically performed in an office.

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

NOTE: The position description does not constitute an agreement between the City and employee and is subject to change by the City as the needs of the City and requirements of the job change.