

CITY OF RIO COMMUNITIES

JOB DESCRIPTION

Position: Municipal clerk
Status: Exempt

General Statement of Duties:

This position is appointed by the Mayor with the consent of the City Council as required by State Statute. This is a full time position. This position will require limited supervision and shall be responsible for the proper and efficient administration of the office of Municipal Clerk. The Municipal Clerk shall be appointed solely on the basis of qualifications.

The Municipal Clerk shall take an oath or affirmation to support the Constitution of the United States, the Constitution and Laws of New Mexico, Ordinances and regulations of the City of Rio Communities, and to faithfully perform the duties of the office in conformance with NMSA §§ 3-10-2 and 3-13-1. Within 10 days of oath or affirmation, the appointee shall furnish a surety bond to the governing body in the amount prescribed by the governing body.

The successful candidate must have high energy, be willing to learn, and the ability to achieve high standards of customer service. This position requires working directly with elected officials, the general public and other staff and volunteers. This position requires proficiency at customer service and the ability to mitigate disputes.

Typical Functions:

- Attend all meetings of the governing body;
- Ensure that minutes of all meeting of the governing bodies are recorded and accurate;
- Ensure that all proceedings, ordinances and resolutions of the governing body are prepared, recorded and maintained in accordance with regulatory statutes;
- Upon written request, furnish copies of public municipal records per State Statute;
- Communicate essential information to the residents of Rio Communities and applicable personnel and organizations using a variety of communication techniques;
- Ensures that correspondence and inquiries received by the City is handled;
- Maintains a backup of computer records
- Keep custody of the city seal that shall be kept in the office of the Municipal Clerk and shall be affixed to all records or papers that by law, or ordinance, are required to carry the city seal. The Municipal Clerk will have custody of and safely keep all public records, documents, ordinances, resolutions, and orders of the City Council and the other papers and documents as may be delivered into the custody of the Municipal Clerk
- Issue all permits and licenses upon receipt of proof of payment of any fee and in compliance with ordinances;
- Conduct municipal elections and attend election school at least every 4 years;
- Adhere to the highest standards of customer service in dealing with the public and coworkers;
- Compiles timesheets; maintains and updates payroll records; timely payment of payroll taxes, prepares payroll checks;

Minimum Qualifications:

The Municipal Clerk shall have a business background, either by virtue of education, training, or experience or a combination thereof in education, training and experience in other fields allied to municipal administration. Previous work with a municipality is highly recommended.

The Municipal Clerk shall, at the time of appointment, be a New Mexico Certified Municipal Clerk. If he/she is not a New Mexico Certified Municipal Clerk, he/she shall begin the process of certification immediately upon employment and shall become certified within 4 years of appointment.

The Municipal Clerk shall be bondable and able to become a Notary Public.

The Municipal Clerk shall have immediate knowledge of the NM Open Meetings Act and Inspection of Public Records Act and Freedom of Information Act. A working knowledge of Robert's Rules of Order is of benefit.

A degree in public administration or related field would be a highly recommended.

Typical Skills:

- Strong interpersonal skills to develop good working relationships at various levels
- Must be able to resolve complaints
- Strong organizational and computer skills
- Must be innovative, detailed-oriented, impartial in a highly visible atmosphere
- Must have excellent customer service skills
- Capability of working on several projects or issues simultaneously
- Ability to provide effective supervision and staff management if asked and the ability to manage time and staff effectively and meet deadlines
- Must be able to read and understand legal documents, statutory language and laws

Supervision:

Municipal Clerk is appointed by the Mayor and approved by Council. Duties are performed under the direct day to day supervision and administration of the City Manager. Independence of action is stressed in general performance of duties. The Municipal Clerk serves at the pleasure of the City Manager and Governing Body and shall be, subject to the terms of the City of Rio Communities Personnel Policy.

Physical Demand of the Job:

While performing the duties of this position, the employee will be working mainly indoors. The employee may be subject to complaints that could involve disgruntled citizens or situations where bodily injury could take place. The employee is required to communicate both orally and in writing. Employee must be able to reach and manipulate objects, tools, or controls, drive, type, and lift up to 20 pounds.

Pre-employment Requirements:

Must be able to pass a drug screen, background and credit check.

Compensation Type: Hourly based on 35-hour week paid every 2 weeks

Exemption Status: Exempt at will employee

Compensation: Starting salary is negotiable within established wage range depending on qualifications, education and training in related fields. Compensation is determined yearly by budgetary process. The Municipal Clerk shall receive the compensation as allowed by the City of Rio Communities Classification and Pay Plan as adopted by the governing body and as amended by said body from time to time or as set in the city budget from time to time.