



DEPARTMENT OF

CITY CLERK

City Clerk

Salary: \$68,651 - \$74,310

Type: Full Time

Benefits: Full Benefits

Date Posted: 6/21/2024

About City Clerk

The City Clerk is the custodian of the City Seal and the legal records of the City of Salisbury, and maintains and records all ordinances and resolutions enacted by the City Council.

Profile

The City Clerk directs and supervises the activities and operations of the City Clerk's Office under the general supervision of the City Council. This position Coordinates meeting agendas, packets, attends all meetings, Work Sessions, Special Meetings of the City Council. Maintains and archives all records of activities, legislation and official decisions made by City Council. Serves as custodian of the City's official records and the City Seal. Manages all activities associated with municipal and special elections including coordinating candidate packets for municipal elections, administering the filing of candidates, securing polling locations, preparing notifications of elections.

Preferred Education

Bachelor's degree in Business or Public Administration.

Preferred Experience

Five (5) years of experience in a municipal government Clerk's Office, with supervision experience or equivalent training, education and/or experience.

Requirements/Certifications

Certified Municipal Clerk.

How to Apply

1 Visit salisbury.md/apply

2 Submit City application, cover letter, and resume

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they can perform every job description task. We are most interested in finding the best candidate for the job, and that candidate may come from a less traditional background. The City may consider an equivalent combination of knowledge, skills, education, and experience to meet minimum qualifications. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role.

Jobs will be posted for a minimum of 2 weeks.

City of Salisbury, MD

Classification Description

Classification Title: City Clerk

Grade: M6

Department: City Clerk

FLSA Status: E

Date: 04/15/2024

Position Profile:

The City Clerk directs and supervises the activities and operations of the City Clerk's Office under the general supervision of the City Council.

Duties and Responsibilities

Administration/ Project Management: Initiates and manages projects to completion.

Delegates tasks and responsibilities effectively; Holds team accountable for actions and provides support when necessary.

- Coordinates meeting agendas, packets, attends all meetings, Work Sessions, Special Meetings of the City Council.
- Maintains and archives all records of activities, legislation and official decisions made by City Council.
- Serves as custodian of the City's official records and the City Seal.
- Notarizes documents for the City and others as requested.
- Manages all activities associated with municipal and special elections including coordinating candidate packets for municipal elections, administering the filing of candidates, securing polling locations, preparing notifications of elections.

Skills Proficiency/Flexible Capability: Ability to develop and adapt skills and processes to complete assignments.

- Proficient in Microsoft Office and working knowledge of the Internet, Laserfiche, Munis and other relevant software.
- Working knowledge of the Open Meetings Act and the City of Salisbury Charter and City Code.
- Possesses excellent organizational and interpersonal written and communication skills.

Leadership/Asset Builder: Leverages the strengths of others to achieve common goals and position team for growth and stability.

- Monitors and evaluates the efficiency and effectiveness of practices and procedures.
- Expedites the resolution of inquiries and complaints/concerns from the public, and other organizations.

Stewardship/Systems: Improves work methods, procedures and team dynamics to increase productivity. Eliminates unnecessary activities.

- Monitor the line items to make budget recommendations for the three departments.

- Assists with department finances including bill pay, invoicing, payroll, requisitions, and purchasing.

Development/Staff Development: Participate and provide opportunities to engage in professional development.

- Attends workshops and conferences to stay informed of changing policies and systems.

Performance Expectations

- **Communication:** Articulates thoughts and ideas clearly and effectively. Listens to others and provides relevant feedback.
- **Work Ethic:** Demonstrates personal accountability, effective work habits, integrity and ethical behavior. Position requires attending all Council evening meetings and events.
- **Teamwork:** Works well as a part of a team through respectful and collaborative relationships with colleagues, residents, affiliates and stakeholder groups.
- **Problem Solving:** Improves and designs criteria in order to resolve problems by combining creative and critical thinking.
- **Initiative:** Determines what needs to be done and acts on it. Takes charge before others do and/or without being instructed.

Education and Experience

- Bachelor's Degree in business or public administration.
- 5 years of experience in a municipal government Clerk's Office, with supervision experience or equivalent training, education and/or experience,
- Valid State of Maryland Driver's License and Maryland Notary
- Certified Municipal Clerk

Physical Requirements

- Work requires no unusual demand for physical effort.
- Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or meeting and training rooms, e.g., use of safe work place practices with office equipment, avoidance of trips and falls, and observance of fire and building safety regulations.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.