

**CITY OF KECHI  
POSITION DESCRIPTION**

**TITLE:** City Clerk  
**DEPARTMENT:** Administration  
**REPORTS TO:** Finance & HR Director

**PAY GRADE:** 14  
**STATUS:** Non-Exempt  
**REVISION DATE:** January 2023

**PURPOSE OF POSITION:**

The purpose of this position is to perform highly responsible, administrative work to support all departments of the City. Responsible for creating, maintaining, distributing, and publicizing official records of the City government. The City Clerk serves as a public information liaison between City government and the citizens of Kechi.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

- Accurately prepares and maintains agendas, official minutes, and meeting materials of the City Council.
- Attend and record the proceedings of the governing body.
- Pays all invoices, billings and debt incurred by the City.
- Prepare and file reports to the State of Kansas for sales tax and water protection fees.
- Order administrative and office supplies for all departments.
- Post legal notices as required by Charter and State Law.
- Provide positive customer service to members of the public, Council members, co-workers, and others.
- Handles all FOIA and open record requests for the City to ensure compliance with State of Kansas open records laws.
- Ensure that the City's records are maintained through modern practices – with use of technology when appropriate.

**EDUCATION**

Associates degree in Business Administration or closely related field.

**EXPERIENCE**

Two (2) years of administrative office experience including accounts payable, customer service and bookkeeping. Experience in local government operations preferred.

**LICENSE & CERTIFICATIONS:**

Ability to become bonded.

Certification or a willingness to complete City Clerk Municipal Finance Officers Academy.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Must have ability to work accurately with attention to detail.
- Working knowledge of the provisions of the City Charter and City Ordinances.
- Intermediate skills in both standard office software including MS Word, Excel and Outlook software and specialized technology.
- General knowledge of the entire organization and functions of municipal government.

- Ability to establish and maintain effective and professional working relationships with other employees, department directors and governmental officials.
- Ability to prepare and maintain accurate and concise records and reports.
- Ability to understand and effectively carry out verbal and written instructions.
- Ability to communicate effectively with other members of the staff, supervisor, and the public in both written and verbal form.
- Ability to maintain discretion regarding business-related files, reports and conversations, within the provision of open records law and other applicable State and Federal Statutes and Regulations.
- Organizational and time management skills needed to meet deadlines.
- Ability to work the allocated hours of the position including some evening meetings and weekend activities.
- Ensure compliance with pertinent Federal, State and local codes, laws and regulations and complies with all City and departmental policies and procedures.

#### **PHYSICAL REQUIREMENTS AND ACTIVITIES**

- This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects and some light work requiring the exertion of up to 25 pounds of force occasionally.
- Physical activities include stooping, pulling, lifting, reaching, fingering, grasping, and repetitive motions.
- Work also includes the necessity to communicate by talking, hearing/listening.
- Specific vision abilities required by this job include close, distance and peripheral vision; depth perception; and the ability to adjust focus. Will spend a large amount of time viewing a computer screen.

#### **MENTAL REQUIREMENTS AND ACTIVITIES:**

Must be able to:

- Understand and effectively carry out verbal and written instructions, communicate effectively with other members of the staff, supervisor, and the public in both written and verbal form.
- Maintain effective working relationships with other employees and the public and to deal with public relations problems courteously and tactfully.
- Take control of situations in a responsible manner.
- Interpret and implement local policies and procedures.
- Recognize occupational hazards in work activities and take safety precautions.
- Define problems and deal with a variety of situations and to think quickly, maintain self-control, and adapt to stressful situations.
- Multitask and prioritize requests and projects.

#### **WORK ENVIRONMENT**

Works in an office setting, in generally comfortable conditions.

*In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer*

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