



City of Mason
Job Description

City Clerk/Human Resources Coordinator

Department:	Administration
Supervised By:	City Administrator
Supervises:	Election workers and part-time staff
Bargaining Unit:	None
FLSA:	Exempt
Status:	Full-time

General Summary:

The City Clerk/Human Resources Coordinator is responsible for planning, directing, managing, and overseeing the activities and operations of the City Clerk's office including maintaining official records, monitoring the publication of official notices, conducting elections, departmental purchasing functions, maintaining cemetery records and selling spaces, and maintaining records of all public Board and Commission meetings. Coordinates assigned activities with other City departments and outside agencies and provides administrative support to the City Council. Manages personnel records, human resources and benefit issues, assists with labor contract negotiations, and manages the employment process.

Direct supervision is exercised over election workers and part-time staff.

City of Mason:

More than any other criteria, the City of Mason values candidates that are the best fit for our organization.

- **Our Mission:** We will anticipate the municipal needs of the community through an environment of innovation and leadership.
- **Our Vision:** The City of Mason will empower its employees to be a model of excellence in providing municipal services.
- **Our Values:** We must have integrity to maintain the public's trust, making us value most: honesty, professionalism, accountability and efficiency.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Maintains the official records of proceedings of the City Council and other Boards/Commissions by publishing notices of meetings and public hearings, preparing resolutions for the City Council, recording the discussion and actions at meetings, reducing this record to typewritten form, distributing copies of minutes, and filing minutes as part of the permanent records of the City.
2. Maintains the Code of Ordinances of the City of Mason by publishing the text of ordinances adopted by the City Council, filing copies of ordinances as part of the permanent records of the City, contracting for the codification of adopted ordinances, and distributing updates to the Code of Ordinances to various public officials and offices.
3. Superintends the maintenance of official records of the City by promulgating rules and procedures for the retention and destruction of records and overseeing the filing of records, the conversion of records to microfilm, microfiche or electronic form, and the destruction of records and by responding to requests for City records filed pursuant to the Freedom of Information Act.

4. Conducts elections by overseeing the registration of voters, contracting for the preparation of ballots, publishing required notices, hiring and training election workers, acquiring necessary equipment and supplies, issuing absentee ballots, arranging for the set-up of facilities at precinct locations, overseeing the process of recording votes, and recording and reporting results to the appropriate authorities and the media.
5. Solicits and receives sealed bids, opening and recording bids, and reports the results of bid openings to other City administrators and bidders.
6. Administers, maintains and updates employee personnel files, and employee work and benefit histories including off-time accruals and Workers' Compensation and unemployment insurance records to ensure legal compliance.
7. Administers the City's benefits including general liability, Workers' Compensation and all employee coverages.
8. Develops and conducts training sessions for employees related to employment issues, benefit offerings, safety programming and other areas.
9. Keeps abreast of changing regulations, laws and policies regarding municipal budget operations, personnel management, and insurances through continued education and professional growth.
10. Responsible for analytical studies as assigned by the City Administrator. This may include directing personnel and/or contract employees, contractors, vendors, or members of the community. Responsibilities including but not limited to: tracking financial data, research, communications, reporting, record-keeping, planning, and preparing recommendations for the City Administrator and City Council.
11. Assists in the performance of general office functions by performing various clerical activities such as typing, filing, answering phones, assisting customers and employees, preparing purchase orders, preparing budget requests, and the like.
12. Assists citizens in identifying burial spaces and selling spaces.
13. Interacts with Cemetery, Parks and Forestry Division to coordinate burial activities.
14. Performs related duties and fulfills responsibilities as required.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Bachelor's degree from an accredited college or university.
- Five (5) years of progressively responsible clerical or office management experience, preferably in municipal government, or an equivalent combination of education and experience.
- Direct Elections or Human Resources experience is desired.
- Skill in the use of office equipment and technology including computers and related software, and the ability to master new technologies. Typing requirements are reasonable speed and considerable accuracy.
- Knowledge of the policies and regulations governing clerical activities in the City Clerk's office to accurately perform official election, counter and record-keeping functions.
- Must hold valid driver's license.
- Knowledge of the organization, function, and authority of various City departments.
- Knowledge of pertinent State and local laws, ordinances, and regulations.
- Thorough knowledge and understanding of applicable policies, laws and ordinances pertaining to the financial and human resources management activities of the City.

- Skill in managing Fiscal and Human Resources department operations and activities.
- Knowledge of Robert's Rules of Order and City Council rules and procedures.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. 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 talk or hear. The employee frequently is required to use hands to finger, handle, or feel and reach with hands and arms. The employee must frequently lift and/or move items of light to moderate weight. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

While performing the duties of this job, the employee regularly works in a business office setting. The noise level in the work environment is usually quiet.

The City of Mason will provide equal employment opportunities to qualified persons without regard to race, creed, color, sex, age, religion, national origin, sexual orientation, gender identity, family medical history and genetic information, disability, marital status, height, or weight as required by applicable law.