

**CITY OF BLANCHARD, OK
CITY CLERK**

Division/Department:	GENERAL GOVERNMENT/ADMINISTRATION	Job Code:	5132
Work Site:	CITY HALL	Grade:	M-14
Schedule:	8:00am – 5:00pm, MONDAY – FRIDAY	Class Code:	9131
Bargaining Unit:	None	FLSA:	Exempt
Effective Date:	March 1, 2024		*Requires Extended Hours

Job Summary:

The City Clerk shall be an officer of the City, appointed by the City Manager for an indefinite term. They shall serve as the Clerk of the Council, and shall serve as the Administrative Assistant to the City Manager in a variety of complex tasks, professional, administrative and technical functions in the management of the City.

Essential Job Functions: *The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only to provide a summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

1. As Clerk of the Governing Board:

- Serves as Municipal Clerk of the City Council and BMIA; attends all meetings of these and various other boards and commissions.
- Prepares extra agendas (only) for the public, sign-in sheets, etc. for each meeting to include but not limited to insuring building is unlocked prior to the meeting.
- Prepares and posts notices and agendas for all public meetings, including fact sheets and proclamations, at least twenty-four (24) hours in advance of such meeting.
- Reviews the statutes and requirements to ensure the accuracy of ALL city records; provides guidance to staff in the formation of agenda items.
- Shall keep a minute book, recording of all proceedings of the City Council, BMIA Board of Trustees, Planning Commission, Board of Adjustment, Tourism Board and BETA Board of Trustees.
- Shall enroll all ordinances and resolutions passed by the City Council and ALL other boards, commissions and trusts, in a book or set of books kept separately for that purpose, for each entity.
- Shall have custody of ALL documents, records and archives, as may be provided by law or by ordinance and have custody of the seals of the City, trusts, boards and commissions.
- Shall attest by signature and fix said seals to documents as required by law or ordinance, and shall see that all ordinances passed are kept of file and published in the local newspaper upon adoption.

- Oversees city archives and vaults; directs and ensures the filing and tracking of all documents with outside agencies.
- Directs research and responds to open records requests and internal and external inquiries.
- Shall process all Tort Claims filed against the City.
- Shall insure all vehicles and buildings as directed by City Manager and Finance Director and file and process claims.

2. As Administrative Official:

- Shall be the Administrative Assistant to the City Manager.
- Shall perform secretarial duties for the City Manager and various boards of City government.
- Shall sign off on ALL permits: building permits, occupancy permits, Census Bureau, FEMA, Alcoholic Beverage Control Board, and other government agencies as required by law.
- Shall sign off on all approved rezoning request, lot merger, lot splits, lot line adjustments, and variances as reviewed by the department.
- Shall process and issue the following licenses: solicitor permits, firework permits, food truck permits, and any other licenses as required by the city.

3. Other duties:

- Coordinates Blanchard's portion of municipal elections, including follow-up and preservation of all results.
- Updates the expiration of terms of office of all elected or appointed members of any city board, trusts or commissions.
- Notifies the appointing authority of impending expiration of terms of office of all elected or appointed members of any city board, trusts or commissions.
- Manage and prep for meetings and set up for luncheons and community meetings.
- Shall assist the City Manager in contracting for insurance, services, preparation of bids, ordinances and legal notices.
- Performs other duties as assigned or required by the City Manager and/or City Council.
- Oversees the cleaning services of all municipal buildings.
- Oversees all contracts and ensures that all active contracts are filed and inactive contracts are renewed or archived.
- Signer on Bank Checks
- Oversees work orders from other departments and community.

Minimum Qualifications:

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.

- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three (3) years' experience or service.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Oklahoma for the type of vehicle or equipment operated.

Additional Information – Knowledge Required by the Position:

- Knowledge of relevant statutes, ordinances, and generated procedures.
- Knowledge of municipal budget development and administration.
- Knowledge of municipal records management guidelines.
- Knowledge of modern office practices and procedures.
- Skill in the use of computers and various software programs such as Word and Excel.
- Skill in the training and supervision of personnel.
- Skill in oral and written communication.

Supervisory Controls:

The City Manager assigns work in terms of very general instructions. The City Manager spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

Guidelines:

Guidelines include state statutes, municipal codes and regulations, written and unwritten office procedures and guidelines, the employee handbook, and budgetary guidelines and procedures and the nature and propriety of the final results.

Complexity:

The work consists of varied management, administrative, and supervisory duties. Frequent changes of regulations contribute to the complexity of the position.

Scope and Effect:

The purpose of this position is to oversee the maintenance of official city records. Successful performance results in accurate and accessible city records.

Personal Contacts:

Contacts are typically with co-workers, elected officials, attorneys, realtors, vendors, business or public agency representatives, planners, engineers, clerical personnel, consultants, and the general public.

Purpose of Contacts:

Contacts are typically to give or exchange information, to resolve problems, to motivate or influence persons, and to negotiate or settle matters.

Physical Demands:

The work is typically performed while sitting at a desk or while intermittently sitting, standing, stooping, walking, bending, or crouching. The employee occasionally lifts light objects and distinguishes between shades of color.

Work Environment:

The work is typically performed in an office.

Supervisory and Management Responsibility:

At the present time, no direct supervisory role.

This job description does not constitute an employment agreement between the parties and is subject to change by the City Manager as the needs of the City and requirements of the job changes.

Applicant

Date