



## HAINES BOROUGH POSITION DESCRIPTION

# Borough Clerk

### **SUMMARY:**

The Borough Clerk is a full-time, salaried employee and an officer of the borough, hired by the assembly to work under the direct supervision of the borough manager. The Borough Clerk supervises activities of the Office of the Clerk and is responsible for carrying out the statutory and professional duties of a municipal clerk. The Borough Clerk works closely with the mayor, borough Assembly, borough manager, other borough officers, department heads, committees, commissions, and the public. This job description reflects the essential duties and responsibilities as outlined in borough charter and code, Alaska statute, and as assigned by the administration. It does not prescribe or restrict the tasks that may be assigned.

### **CLERK'S OFFICE MISSION STATEMENT:**

The Borough Clerk's Office is committed to conducting the duties of the office in an ethical, friendly, and efficient manner to ensure an effective link between citizens, local governing officials, and other government agencies.

### **EXAMPLES OF DUTIES:**

1. Manage contractors, as assigned, and supervise the Deputy Clerk and other employees, as may be assigned by the borough manager.
2. Prepares borough assembly agenda and packets and compiles necessary information for presentation, drafts ordinances and resolutions, attends borough assembly regular and special meetings, and records the official minutes.
3. Arranges publication of all borough notices; publicizes meetings, ordinances, resolutions, and other information.
4. Manages the borough's records and develops retention schedules and procedures for inventory, storage, and destruction of records. Receives and responds to public records and disclosure requests.
5. Supervises the maintenance of an indexed file of borough ordinances, resolutions, codes, and other public records. Coordinates codification of all adopted ordinances of a general and permanent nature.
6. Keeps a record of policies, procedures and practices adopted by the assembly or established as part of the systematic administration of the borough. Assists the manager with the development of policies and procedures.
7. Has custody of the corporate seal to attest and certify all official documents.
8. Manages the recruitment of borough personnel, including advertising, receiving applications and responding to inquiries, transmitting the applications to the appropriate person, and maintaining a record of job descriptions and applications.
9. Receives and keeps confidential personnel records including evaluations, commendations, progressive discipline, grievances, and resignations, as a designee of the borough manager.
10. Administers oaths of office and other oaths and affirmations, and certifies affidavits and depositions pertaining to local affairs and business which may be used in court proceedings to the State. Acts as a notary for municipal documents.
11. Functions as the borough's election supervisor and conducts borough elections in accordance with state and borough laws. Acts as a voter registrar.
12. Serves as borough webmaster. Assists IT staff with providing technology support, including assembly, mayor and manager iPads.
13. Serves as a passport application acceptance agent for the Haines Borough Administration U.S. passport acceptance facility and manages the facility as Program Manager.
14. Responds to citizen inquiries.
15. Issues various permits and licenses as prescribed in the borough code. Makes forms available, developing new ones as needed.

16. Countersigns warrants, checks, and contracts. Countersigns and seals all bonds.
17. Acts as the parliamentary advisor to the assembly.
18. Prepares annual and periodic bid and proposal documents, as needed or when directed by the borough manager.
19. Drafts, facilitates, and monitors contracts, agreements, use permits, and leases.
20. Provides other assistance to the borough manager, mayor and collective assembly, as requested.
21. Serves as Ex-Officio representative to the Code Review Commission.
23. For the purpose of recording official minutes and meeting summaries only, attends (or delegates attendance to) public meetings of the Chilkat Center Advisory Board, Parks and Recreation Advisory Committee, Port & Harbor Advisory Committee, Tourism Advisory Board and Public Safety Advisory Board.

#### **KNOWLEDGE AND ABILITIES:**

The requirements, demands and characteristics listed below are representative of the knowledge, skill and/or ability required to successfully perform the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Must have excellent computer skills and be familiar with personal computer software programs, including, but not limited to, word processing, spreadsheet, desktop publishing, and website editing.
2. Must have fast and accurate keyboarding skills.
3. Knowledge of office practices, procedures, filing systems, and principles.
4. Knowledge of grammar, spelling, punctuation, and styles of business and government writing.
5. Knowledge of local government in Alaska.
6. Skill in information control procedures and techniques.
7. Ability to learn, interpret, apply, and consolidate priority information.
8. Ability to prepare complete and concise reports and correspondence.
9. Ability to maintain effective working relationships and communications with the public and local, state, and federal officials.
10. Ability to take notes and render minutes of official meetings.

#### **EMPLOYMENT STANDARDS:**

1. Education: Minimum High school graduation or equivalent. A bachelor's degree or municipal clerk certification is preferred, but the assembly may substitute experience for education.
2. Experience: Minimum five years of progressively responsible secretarial, office management, or administrative experience, including two years providing complex paraprofessional assistance. Municipal experience preferred.
3. Must hold a valid Alaska driver's license.

#### **WORK CONDITIONS & ENVIRONMENT:**

1. While performing the duties of this job, the employee is regularly required to sit, use hands to operate a computer keyboard, or equipment controls; and to talk and hear. The employee is frequently required to reach with hands and arms, to stand, walk, climb, balance, or crouch. The employee frequently moves about to coordinate work. The ability to negotiate stairs is important.
2. The employee must occasionally lift and/or move up to 25 pounds. The employee must have clear close, distance, and color vision.
3. The noise level in the work environment is usually quiet.