



City of Osseo

415 Central Avenue
Osseo, MN 55369-1195

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City Clerk

Position Title:	City Clerk
Department:	Administration
Supervisor's Title:	City Administrator
Pay Grade:	9
FLSA Status:	Non-Exempt
Work Status:	Full Time

General Definition of Work:

Performs difficult administrative work preparing and keeping minutes, maintaining official records of City Council actions, handling election duties, processing license applications, and related work as apparent or assigned. Work is performed under the general direction of the City Administrator. Position exercises occasional supervision of election judges.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions:

- Researches/compiles info for Council and EDA packets; assists City Administrator in preparation of background memoranda and agendas including editing of other staff memos; creates reports, resolutions, proclamations, other documents as necessary; assembles digital and paper packets, and disseminates packets to Council & board members, staff, others.
- Maintains an official record of proceedings and actions for Council and EDA, establishing necessary files for projects, legal notices, and publications; manages the city code of ordinances and annual code codification of ordinances; edits minutes for Council and EDA; manages records retention schedule for city documents/files.
- Coordinates human resources functions of recruitment (in house or via a search firm), interviews, notifications, personnel records, compensation management, and personnel policy updates/development; trains new Administration employees on general city procedures as needed; assists with research and file organization.
- Assists City Engineer with project management for street projects, chapter 429 process for all special assessments; reviews/refines engineering assessment rolls, prepares and mails legal notices for such projects; submits special assessment rolls to Hennepin County on behalf of city for street projects and city utility delinquent accounts plus abatement assessments; calculates and handles special assessment searches of property.
- Assists Administrator and City Attorney with data practices requests to ensure private/public data is correctly handled; maintains confidentiality of records.

- Administers bi-annual elections by recruiting/training judges, securing necessary equipment, ensuring legal notices are published, preparing polling place, acting as head judge throughout Election Day.
 - Responds to general inquiries from the public via the mailbox on website, complaints, letters to the mayor; backup for service counter work plus incoming general phone calls.
 - Composes and/or collects and edits all articles in quarterly city newsletter; submits to publishing company and ensures accuracy and completeness of information.
 - Provides back-up support to Administration co-workers and Public Services (Works) as needed, including public inquiries at service counter, issuing permits, accounts receivable, assisting with special projects.
 - Processes quarterly utility billing receivables and provides backup to the City Accountant for payroll processing.
 - Acts as city recycling coordinator by working with County officials on educational efforts disseminated to the public, gathering necessary information and preparing annual recycling grant application; coordinates any Request for Proposal process for solid waste collection system.
 - Processes annual business licenses for liquor, tobacco, pawn shop licensing by seeking required information, preparing reports for Council action, sending documentation to state organizations, distributing state and local licenses to applicants. Communicates internally with all staff from all departments; externally with local newspaper representatives, building inspectors, County departments and state officials, colleagues in other cities, contractors/developers, local community organizations and gambling associations, school district representatives, business owners, residents, visitors, City Attorney, City Engineer/staff.
 - Processes monthly, quarterly, and/or annual building and construction-related reports (includes building, mechanical, plumbing, electrical, zoning permits) for distribution to local and County officials; processes and submits reports to MN Building Codes & Standards Division and Met Council for SAC (Sewer Availability Charge); administers monthly US Census Bureau reporting, occasional Census boundary/annexation surveys, American Community surveys, and government units survey.
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Knowledge, Skills and Abilities:

Thorough knowledge of municipal government operations and procedures; thorough knowledge of municipal record keeping procedures and requirements; general knowledge of payroll systems administration and the associated methodology, processes, and terminology; general knowledge of accounting theory and principles; general knowledge of standard office software and equipment; ability to conduct research and develop concise reports; ability to communicate effectively both orally and in writing; ability to record and maintain detailed minutes, records and files; ability to establish and maintain effective working relationships with various professionals, other employees, department heads, elected officials, and the general public.

Education and Experience:

Associates/Technical degree with coursework in Business, Accounting, or related field and moderate experience in city clerk/election work, or equivalent combination of education and experience.

Special Requirements:

Microsoft Office suite: Word, Excel, Outlook, PowerPoint; desktop publishing
Minnesota Municipal Clerk designation
Election training via Secretary of State & Hennepin County
Notary

Physical Requirements:

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting and speaking or hearing, frequently requires walking, using hands to finger, handle or feel, reaching with hands and arms and repetitive motions and occasionally requires standing, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or

pulling and lifting; no special vision is required; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at typical spoken word levels; work requires preparing and analyzing written or computer data, use of measuring devices, operating machines, operating motor vehicles or equipment, and observing general surroundings and activities. Reasonable accommodations that would allow qualified applicants to perform the essential functions of this position will be provided.

Environmental Conditions:

This work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Last Updated: July 2021