

CITY OF BIXBY

JOB POSTING

JOB TITLE: City Clerk
SUPERVISOR'S TITLE: City Manager
POSTING DATE: February 22, 2022

The City of Bixby, a growing and progressive community, is seeking a proactive, positive, qualified individual who is self-motivated, task-oriented, and results-driven and will become an asset in the position of City Clerk.

PURPOSE OF POSITION:

Under the supervision of the City Manager, the City Clerk performs a variety of complex, responsible, and confidential administrative duties that require a thorough knowledge of organizational procedures and precedents in City government including primary responsibility for the preparation and maintenance of city records and supervising the water billing of the City as well as a variety of communication, coordination, and administrative activities related to both Community (external) and City (internal) processes as well as other administrative and communication tasks as assigned by the City Manager.

The position requires contact, communication, and collaboration with citizens, organizations, City Staff, and both external and internal contractors.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

The following represents the majority of the duties performed by the position, but is not meant to be an all-inclusive list or prevent other duties from being assigned as necessary:

- Prepares the agenda for City Council meetings and assembles the required documentations that are to be used in the meetings.
- Prepares minutes of City Council meetings, ordinances, resolutions, and other procedural matters requiring official documentation.
- Responsible for the maintenance, filing, upkeep, and security of all records of the city. Including but not limited to ordinances, resolutions, contracts, agreements, and minutes.
- Directs and supervises the work of the City Clerk's function through the selection of approved staff, training, and appraisal of subordinates, recommendation of associated personal actions, definition of individual and group responsibilities, determination of priorities and deadlines, evaluation of the quality and effectiveness of the unit's work, and initiation of changes or corrections to programs or processes, when appropriate, to insure the quality and consistency of work produced and efficient utilization of manpower. Evaluates staffing requirements and makes recommendation for increases or decreases to staff size.

- Supervises the evaluation and development of the units operations, the planning, implementation and coordination of programs with other department, to insure the needs of the public are addressed and satisfied.
- Supervises directly or shares in the supervision of Water Billing Supervisor, Water Billing Clerks, and Receptionist personnel.
- Develops new or modified policies and procedures to enhance operational efficiency; interprets and communicates City Council and City Manager decisions, policies, and directives to personnel; and communicates staff needs and suggestion to the City Manager, as appropriate.
- Participates in the development of new City policies, procedures, and projects; coordinates the activities of the City Clerk's function with the other City activities.
- Review and prepares analyses and reports of activities, cost, operations, and forecast data to determine progress toward stated goals and objectives.
- Composes, and generates a variety of correspondence, reports, memoranda, and other material requiring accuracy, and completeness.
- Responsible for preparing deposits and delivery to the bank.
- Responsible for printing all accounts payable, court, and meter deposit refund checks.
- Responsible for all tort claims filed against the City of Bixby.
- Responsible for all open records requests.
- Responsible for business, food, and liquor licenses of the City of Bixby as directed by Ordinances.
- Maintain bid agreements until legal time to dispose.
- Maintain all titles for city vehicles.
- Maintains the City seal and affixes the seal on legal documents of the City.
- Perform other communication, coordination, and administrative work as assigned by the City Manager, responsible for electronic distribution of payroll for the City of Bixby.

AS CLERK TO THE MUNICIPAL CORPORATION:

- Certifies all legal documents.
- Custodian of Official City seal.
- Attest to mayor's signature on official papers.
- Signs with proper official all bonds issued by the City of Bixby.
- Maintains a workable system of indexing and filing.

EDUCATION, TRAINING & EXPERIENCE REQUIRED:

- Graduation from a high school or GED equivalent.
- Associates degree or equivalent in communication, marketing, finance, accounting or business administration preferred.
- Five to seven years of relevant office and administrative experience to understand the concepts of organization and record keeping. A year or more of supervisory experience is preferred.
- Related experience, or any equivalent combination of related education and experience.

SPECIAL CERTIFICATES, REGISTRATIONS, LICENSES REQUIRED:

- Valid Oklahoma driver's license.
- A notary public license is required.

COMPENSATION:

Depends on experience and qualifications.

HOW AND WHEN TO APPLY:

Submit a completed application (available at www.bixbyok.gov), cover letter, and resume to the City Manager for consideration. No phone calls, please. This job posting will be open until filled.

The City of Bixby is an Equal Opportunity Employer.