

CITY OF TEGA CAY

CLASS TITLE: Municipal Clerk

DEPARTMENT: ADMINISTRATION

JOB SUMMARY:

Reports to the City Manager or the Deputy City Manager, in the absence of the City Manager. Under general supervision, performs responsible administrative, secretarial, and clerical assistance. Work involves providing professional, courteous customer service at all times; performing related duties as assigned; providing administrative and secretarial support to the City Manager; providing administrative and secretarial support to City Council as required; managing the City's retention schedule of files and records and responding to requests for the same; and publicly noticing all City meetings.

MAJOR RESPONSIBILITIES AND DUTIES:

Essential Functions:

- Serves as the Clerk to City Council; attends all regular and special Council meetings and workshops; posts and advertises all Council meetings to City website, electronic sign, and newspaper (when applicable); Prepares and/or composes a variety of documentation such as agendas for meetings, Council meeting packets, public notices, and Council minutes/ordinances /resolutions/proclamations; prepares meeting spaces; plans, orders, and coordinates or picks-up refreshments.
- Provides administrative and secretarial support to City Council and the City Manager; schedules and coordinates meetings/appointments; researches, composes and compiles information for routine and confidential reports; composes, types, mails and/or transmits documents/letters; makes travel and training arrangements.
- Maintains a calendar of City Council and all City Committee, Commission, and or Boards scheduled meeting times and topics and disseminates the information to the public upon approval;
- Maintains memberships and terms of office of all Boards, Commissions, Committees and coordinates term renewals, appointments by Council, and swearing in ceremony; maintain digital platform for each Committee, Commission, and Board members.
- Receives, investigates, and compiles records from all departments in response to Freedom of Information Act (FOIA) requests, and distributes the responses via email, mail, or in person.
- Serves as custodian of the City's official records, ensuring the proper indexing, maintenance, filing, safekeeping and destruction of all municipal documents both physical and digital including city ordinances, proclamations, resolutions, agreements/contracts, bid documents, litigation files, subpoenas, and other departments files, reports, and records.
- Maintains a calendar, and all physical/digital copies of all departments' Contracts and Agreements and tracks renewal and expiration dates
- Responsible for maintaining adopted code changes and codification of the City's Code of Ordinances, rules and regulations through the Municipal Code Corporation.
- Maintains the back end of the city website, ensuring accurate content, functional links, and up-to-date documents; oversees site functionality, performs redesigns as needed, creates and uploads content, and collaborates with departments to ensure timely and relevant information is available to the public

- Maintains the City’s AI chatbot by training and updating its knowledge base, monitoring performance, and ensuring it delivers accurate, timely, and helpful responses to the public
- Assists as necessary in planning / coordination of various City meetings, events, and functions.
- Answers the telephone; provides accurate information and assistance to callers and/or forwards calls to appropriate personnel; takes messages as needed; responds to inquiries and concerns from the public regarding actions taken by the Council or Manager and takes necessary actions to see that concerns are addressed to the appropriate department.
- Attends training, meetings, seminars, and/or workshops to enhance job knowledge and skills, including but not limited to the Municipal Clerks Institute.
- Maintains the official seal of the City and attests to paperwork as requested;
- Maintains a Notary Public of South Carolina and attests to internal documents as requested.
- Interacts and communicates with various groups and individuals such as City Manager, City Council, department heads, City staff, committees, commissions, boards and the general public.
- Performs other duties as specified by City Manager as requested.

Additional Functions:

- Assists with various media relation duties as may be necessary to include but not limited to issuing public notices, press releases, and receiving media requests related to City documents and files.
- Providing information, as may be necessary, to the City’s communication personnel related to meetings of City Council and Council appointed committees and boards.

MATERIALS AND EQUIPMENT USED:

Office Suite, Adobe, Civic Plus, Code Red, Constant Contact, general office equipment and computer.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Has thorough knowledge of the methods, policies, and procedures of the Administration Department. Has considerable knowledge of the practices, procedures, rules and regulations of the department pertaining to the specific duties and responsibilities of the position.
- An advanced level of interpersonal skills necessary in order to provide effective leadership to subordinate personnel as well as to develop cooperative working relationships with employees, senior management, elected officials and vendors supplying goods or services to the jurisdiction.

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

- A bachelor’s degree in Office Management, Public Administration, or related field and at least three to five years’ experience in a clerical or secretarial position with one year at an executive level with public contact; or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

Licenses and Certifications:

- Valid driver's license and a satisfactory motor vehicle record.
- Certified Municipal Clerk.
- South Carolina State Notary.

This class specification should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification as determined by the City Manager.