



# CITY OF DAWSONVILLE

## CITY CLERK

ADM/2  
Exempt  
1500 General

### JOB SUMMARY

This position is responsible for performing the official duties of a City Clerk and customer service operations.

### MAJOR DUTIES

- Maintains a complete set of laws, ordinances, standards and codes adopted and enforced by the city, including the City Charter.
- Attends, documents, and facilitates regular and special meetings of the Mayor and City Council.
- Manages administrative and office operations; establishes departmental goals; coordinates and evaluates program and work objectives and effectiveness.
- Prepares and posts notices of public meetings and hearings; notify the news media of scheduled meetings.
- Maintains all official city documents, including records, minutes, contracts, deeds, easements, ethics complaints, and lawsuits.
- Oversees risk management and other business office functions.
- Assists in the preparation of ordinances, proclamations, resolutions and policies and directs their publication.
- Responds to questions and complaints from the general public and the news media; helps resolve citizen complaints.
- Oversee and serve in the role of municipal court clerk.
- Oversees hotel/motel and alcohol excise tax receipts.
- Maintains city election records; approves city voter list; accepts candidate applications; plans and supervises city elections.
- Reporting annual requirements to various organizations.
- Oversees the city website.
- Implements and oversee the city's records management.
- Provides administrative support to the DDA.
- Performs other related duties as assigned.

### KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of city codes, policies, and procedures.
- Knowledge of city personnel policies and procedures.
- Knowledge of state and federal laws regarding the maintenance of municipal records.
- Knowledge of state and federal laws governing municipal operations.
- Knowledge of state and federal laws governing municipal elections.
- Skill in operating such office equipment as a computer, calculator, copier, and facsimile machine.
- Skill in report preparation and records maintenance.
- Skill in election administration.
- Skill in public and interpersonal relations.

### SUPERVISORY CONTROLS

The City Manager assigns work in terms of department goals and objectives. Review of work through performance evaluations, reports, and observation of department activities.

## **GUIDELINES**

Guidelines include the City Charter, Code of Ordinances, personnel and financial policies, Roberts Rules of Order, Georgia Election Code, Georgia Sunshine Law, state records retention guidelines, generally accepted accounting principles, Uniform Chart of Accounts for Municipalities, GEFA loan policies and procedures, and state and federal employment law. These guidelines require judgment, selection and interpretation in application. This position develops department guidelines.

## **COMPLEXITY/SCOPE OF WORK**

- The work consists of varied administrative and supervisory duties. The variety of duties performed contributes to the complexity of the position.
- The purpose of this position is to oversee the maintenance of official city records, to direct city elections, and to manage the city's utility billing, payroll, business licensing and customer service functions. Success in this position contributes to the success of city operations.

## **CONTACTS**

- Contacts are typically with co-workers, elected and appointed officials, city management, business owners, vendors, insurance agents and brokers, inspectors, members of the news media, and the general public.
- Contacts are typically to give or exchange information, provide services, resolve problems and motivate personnel.

## **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

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

## **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

This position has direct supervision over the Customer Service Specialist/Administrative Assistant.

## **MINIMUM QUALIFICATIONS**

- Bachelor's degree in a field related to the position, or equivalent knowledge and skills.
- Three plus years of experience that provides a thorough understanding of the department's functions and objectives, enabling effective coordination and direction of work.
- Georgia Certified Clerk certification preferred.  
Demonstrated leadership skills with experience supervising staff, managing projects, and fostering collaboration within a team environment.

## **LICENSE AND CERTIFICATIONS**

- Valid Class C Driver's License.
- Must have and maintain a satisfactory Motor Vehicle Record (MVR).

## **SALARY RANGE**

Based on level of qualifications and experience.