



City Clerk

City of Kenmore

SUMMARY

Under the direction of the Deputy City Manager, the City Clerk oversees all functions of the Clerk's Office, serving as the custodian of Citywide permanent public records and the City's archives. This role is integral to maintaining the City Code, including its codification, and ensuring compliance with the Open Public Meetings Act and the Public Records Act. The City Clerk ensures accurate documentation of City government activities, including City Council operations, and supports various citizen committees and commissions. Due to the small size of the City staff, the City Clerk is also expected to perform a diverse range of office and field duties as needed. Because of the small number of City employees, each staff member is expected to perform a wide range of office and field duties as may be required from time to time.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Administers the statutory obligations of the City Clerk, including but not limited to maintaining the City Seal, serving as the City's historian and archivist, and developing and implementing a comprehensive records management system.
- Serves as custodian of official records and archives of the City including codes, ordinances, resolutions, contracts, agreements, deeds, reports, and elections. Receives and certifies official documents.
- Creates and maintains systems to store and retrieve official documents and records; ensures compliance with statutory requirements related to archival of City documents and records.
- Prepares, reviews, and edits the City Council meeting agendas, minutes, recollections, transcripts and action letters. Reviews the Council agenda and documentation packets, ensuring accuracy, completeness, and compliance with legal requirements.
- Oversees the City Council meeting agendas forecast.
- Provides official notification to the community for all public meetings and hearings, bids, and other official matters, and ensures legal advertising of notices.
- Supervises the position of Deputy City Clerk, and any seasonal or part-time staff working in the Clerk's Office.
- Is responsible and oversees all logistics pertaining to the production and recording of City Council meetings. Attends or delegates attendance to City Council meetings to assure recording of proceedings and entering of documents into permanent record. Ensures any potential delegates are sufficiently trained.
- Manages all active recruitments for the City, providing advanced administrative Human Resources support, including posting positions, overseeing the hiring process, and ensuring a smooth and efficient workflow.

- Oversees the codification and all updates to the Kenmore Administrative Code (KAC).
- Codifies ordinances. Periodically reviews ordinances for updates to the Kenmore Municipal Code (KMC).
- Prepares annual recommendations for the Clerk's operating budget. Controls and monitors expenses within budget limits.
- Under the direction of the WCIA delegate, serves as the designated agent (KMC 2.15.010) for claims against the City for damages. Accepts and submits claim incident reports and transmits to third party insurers. Maintains claim records, monitors and prepares reports of status, and closes files of completed actions.
- Serves as the designated agent to the Washington Liquor and Cannabis Board, assists in responding to applications and issuing letters of non-Objection.
- Certifies official City documents as to authenticity for staff, other jurisdictions, or citizens, with appropriate verification. Attests the City Manager's or the Council's original signatures on official documents and applies the City Seal as appropriate.
- Manages the Clerk's Office work program and special projects.
- Organizes and administers the City's two-year employee training program, including the administration of anti-harassment, DEIA, and internal policies trainings.
- Provides training to new employees in records management, retention, and archiving. In collaboration with the Public Records Officer, provides avenues for training in OPMA and PRA to the City Council and Commissions.
- Provides advanced administrative and technical support to the City Manager and City Council. Coordinates and performs certain aspects of special projects on behalf of the management team.
- Prepares professional correspondence and reports on behalf of the management team and City Council.
- In cooperation with the Public Records Officer, researches City files, documents, archives, and other materials to provide information for public records requests in accordance with State law, City policies, and best practices.
- Prepares papers and records liens and easements for City-owned and private property.
- Drafts Proclamations, Resolutions, and Ordinances.
- Updates and maintains the rules and policies manual for the City Council.
- Assists in the development and maintenance of the City's website.
- Manages Council Chamber AV-related contracts for Hybrid-Meeting functionality.
- Ensures recording, audio, and video technology used for City Council meetings is kept current and functioning properly.
- Ensures public meeting recording is uploaded to YouTube when necessary; ensures meetings are live-streamed to YouTube when necessary.
- Acts as the official representative for formal bid openings and RFP website posting.
- Performs other duties as assigned that support the overall objective of the position and the needs of the organization.

QUALIFICATIONS

Knowledge & Skills:

- The position requires a working knowledge of the principles and practices of public administration for elected council operations, organization, and work processes.

- Specialized knowledge of the principles, legal requirements, and techniques used in records management, including retention scheduling, archiving, storage, public access, and destruction.
- In-depth knowledge of laws, regulations, and codes applicable to the City Clerk's areas of responsibility.
- Advanced knowledge of personal computer-based software programs that support this level of work, including but not limited to word processing, spreadsheet, presentation graphics, web page editing, and data entry onto custom databases.
- Knowledge of Robert's Rules of Order and Parliamentary Procedure. Requires sufficient math skills to perform financial and statistical record keeping. Requires well-developed knowledge of proper English usage, grammar, spelling, and punctuation to prepare professional correspondence.
- Requires well-developed interpersonal skills to work cooperatively with diverse teams, assign work to others inside and outside the department, speak to diverse audiences in public meetings, exercise patience when dealing with internal and external customers, and convey technical concepts.

Abilities:

- Plan, sequence, and integrate the functions and processes supporting City Council and other public proceedings.
- Maintain the City Code. Requires the ability to understand, interpret, explain, and apply laws, codes, and regulations applicable to the City Clerk responsibilities.
- Organize, interpret, and explain records management, retention and access policies and requirements to officials, managers, and the public.
- Conduct research of archived information and documents.
- Edit and update internet web pages. Requires the ability to prepare spreadsheets, graphs, and charts. Requires the ability to enter, import, and export data to and from databases.
- Plan, organize and prioritize work in order to meet schedules and timelines.
- Learn and apply techniques for maintaining a voice communications system.
- Work as contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the City and its services.
- Sufficient hand-eye-arm coordination to use a keyboard and 10-key plus arm/hand movements to retrieve work materials and operate a variety of general office equipment.
- Visual acuity to read words and numbers.
- Auditory ability to carry on conversations over the phone and in person.
- Driving ability to transport oneself in and around Kenmore and King County.

Education and Experience:

- The position typically requires bachelor's degree in public administration, business, or a related field, and
- Three years' related experience.
- Any equivalent combination of experience and training that demonstrates the required knowledge, skills, and abilities may be considered.

Licenses and Certificates

- May require a valid driver's license.
- Certified Municipal Clerk or Master Municipal Clerk Certification is preferred.

ADDITIONAL INFORMATION

- Work Environment – Work is performed indoors and outdoors where some safety considerations exist from traffic, water flows, unstable surfaces, and proximity to moving equipment.
- Hours of Work –City Hall working hours are typically 8:30 a.m.-5:00 p.m. This position is required to be available for evening hours to attend or present in-person at City Council meetings, or attend in-person, evening or weekend meetings when necessary. The position is eligible for hybrid remote work, at the discretion of the Deputy City Manager.

This job/class description describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.

Department: City Manager

FLSA: Exempt

City of Kenmore

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