



Deputy City Clerk

City of Kenmore

SUMMARY

Supports the routine function of all OPMA-governed public meetings (primarily the City Council and Planning Commission), and ensures proper recording, codification, archiving of public records. This position reports to and is supervised by the City Clerk. This position provides backup to the City Clerk position. Supports special projects and initiatives of the Clerk's Office. 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

- Serves as the official backup for the City Clerk during short and long-term leaves.
- Prepares, reviews, and edits the City Council meeting agendas, minutes, recollections, and action letters. Reviews the Council agenda and documentation packets, ensuring accuracy, completeness, and compliance with legal requirements.
- Coordinates with City departments to prepare City Council packet materials for publication.
- Sets up and operates technical Council Chambers audio-visual equipment for the duration of OPMA Public Meetings. Equipment may include microphones, system interfaces, laptops, workstation computers, and dais monitors, room lighting, etc.
- Provides official notification to the community for all public meetings and hearings, bids, and other official matters, and ensures legal advertising of notices.
- Operates Zoom Webinars and Meetings including proper recording, live streaming, enabling transcription, and monitoring the panelist/attendee polls.
- Provides co-host meeting support (including production of minutes when needed) for the City Clerk at City Council meetings.
- Provides co-host meeting support for the Planning Commission Clerk at Planning Commission meetings. Provides temporary emergency administrative support in the absence of the Planning Commission Clerk.
- 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.
- As the steward of public records, ensures proper management, archiving, or destruction of records, in accordance with State Archivist Guidelines, and as instructed by the City Clerk, the Public Records Officer, or City policy.
- Assists the Clerk's Office in providing highly technical administrative support for Human Resource functions relating to recruiting, onboarding and training.

- Compiles, reviews, edits, and collects policies to be codified into the Kenmore Administrative Code (KAC).
- Supports special projects of the City Clerk's Office.
- Completes high level administrative tasks as directed by the City Clerk or Deputy City Manager including the following:
 - Publication of Council agendas and packets
 - Production of Council minutes
 - Uploading files to YouTube
 - Codification of ordinances, and policies
 - Fulfillment of public records requests
 - Monitoring shared 'Contracts' inbox
 - Issuing public hearing notices and ensuring proper newspaper publication
 - Drafting ordinances, resolution, proclamations, or memoranda as needed and updating appropriate logs.
 - Supporting Parliamentary Procedure during OPMA meetings
 - Participate in the Records Management Committee work (STORE)
 - Participation in the Website Committee; updating selected website pages as needed.
- Performs other duties as assigned that support the overall objectives of the Clerk Office, the Deputy City Manager, the City Manager Department, and needs of the organization.

QUALIFICATIONS

Knowledge & Skills:

- Basic knowledge of principles and practices of public administration for elected council operations, organization, and work processes.
- Basic knowledge of the principles, legal requirements, and techniques used in records management, including retention scheduling, archiving, storage, public access, and destruction.
- An advanced knowledge of personal computer-based software programs that support this level of work, including but not limited to word processing, spreadsheet, presentation graphics, webpage editing, and data entry onto custom databases. Proficiency in using Microsoft Suite (Word, PowerPoint, etc.).
- Excellent verbal and written communication skills, grammar, spelling, and punctuation to prepare professional correspondence.
- Well-developed interpersonal skills to work cooperatively with diverse teams, communicate with diverse audiences in public meetings, exercise patience when dealing with internal and external customers, and convey requirements and technical subjects clearly.

Abilities:

- Plan, organize and prioritize work in order to meet schedules and timelines.
- Conduct research of archived information and documents.
- Adapt to changing priorities.
- Maintain confidentiality with discussions or records.
- Manage multiple tasks with interruptions.

- Communicate professionally with stakeholders.
- Efficiently organize workflow.
- Utilize computers and peripherals.
- Read printed materials with near vision.
- Conduct in-person and phone conversations.
- Retrieve materials from various file levels.
- Demonstrate manual and finger dexterity.
- Possess ability to travel for meetings and work tasks in Kenmore and King County, and, on occasion, the greater region.

Education and Experience:

- The position typically requires a high school diploma with additional courses or experience in office practices, administrative skills, and computer software programs AND
- Three years of administrative experience supporting senior managers and/or executives; preferably in a government agency setting.
- Any equivalent combination of experience and training that demonstrates the required knowledge, skills, and abilities may be considered.
- Certified Municipal Clerk (CMC) Designation or ability to complete within 4 years of hire date.

Preferred But Not Required:

- Certified Municipal Clerk (CMC) designation.
- Experience working within municipal government agency.
- Familiarity with the Open Public Meetings Act (OPMA) and Public Record Act (PRA).

Licenses and Certificates

- May require a valid driver's license.
- Certified Municipal Clerk (CMC) Designation or ability to complete within 4 years of hire date.

ADDITIONAL INFORMATION

- Work Environment – Work performed will primarily take place indoors in an office environment.
- Hours of Work –City Hall working hours are typically 8:30 a.m.-5:00 p.m. This position is eligible for a partial teleworking arrangement. This position is required to be available for evening hours to attend or present in-person at City Council meetings, and Planning Commission meetings. In addition, this position requires you to support other in-person, evening or weekend meetings when necessary.

Note:

- The Council typically meets the 2nd, 3rd, and 4th Monday of the month, from approximately 6-10 p.m.

- The Planning Commission meets the 1st and 3rd Tuesday of the month, from approximately 7-9 p.m.

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: Non-exempt

City of Kenmore

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