

## City Clerk – City of Bellefontaine Neighbors, MO



**Starting Salary:** \$46,628.57 per ordinance

**Reports to:** Mayor/City Administrator and Board of Aldermen

The City of Bellefontaine Neighbors, Missouri seeks a full-time, exempt City Clerk to support the Mayor and Board of Aldermen in City Hall. The City of Bellefontaine Neighbors is a 4<sup>th</sup> Class City (RSMo. 79.250) with a Mayor-Board of Aldermen form of government wherein the Mayor serves as the City Administrator. Successful candidate will earn a competitive salary with a comprehensive benefits package including health, vision, dental, life insurance, Missouri LAGERS plan L-6 defined benefit retirement plan, eleven (11) paid holidays, paid vacation time, paid sick time, a 457 deferred compensation plan with employer matching, employee assistance program, and tuition assistance.

### **Successful Candidate Qualifications:**

- Undergraduate degree in educational disciplines such as Public Administration and Business Management, or similar with no work experience – or – a high school diploma (or equivalent) with five (5) or more years of applicable experience of operational characteristics, services, and activities of a City Clerk's Office preferred.
- Missouri Registered City Clerk certification or similar preferred, or ability to obtain within 12 months of date of hire.
- Commissioned as a Notary in the State of Missouri or ability to obtain within 30 days of hire.
- Membership in Missouri City Clerk and Finance Officers Association, or similar organization required within 30 days of hire.
- Superior professional and courteous communication skills both verbally and in writing.
- Proficient in use of Microsoft Office Suite with an emphasis on Word, Excel, and PowerPoint.
- Ability to draft meeting agendas and transcribe meeting minutes.
- Ability to regularly attend meetings outside of normal business hours, which are Monday-Friday, 8 a.m. to 5 p.m., required.
- Proficient knowledge of: election laws and procedure, meeting protocols, parliamentary procedures and principles and practices used in the accurate reporting of actions taken by legislative body; Missouri Record Retention Manual; and Missouri Sunshine Law.
- Possess superior professional integrity, and exercise sound judgement. Ability to analyze problems and implement solutions.
- Ability to maintain confidentiality.
- Possess manual dexterity to perform repetitive wrist, hand, and/or finger movement to file and type using other office equipment; ability to lift up to 10 pounds.
- Ability to sit for extended periods of time in a general office environment.

- Possess hearing sufficient to discern spoken word, telephone calls, audio recordings and other devices required.
- Possess clarity of vision to effectively read computer screens and other written communication.
- Ability to work autonomously and lead and manage other employees in a team environment.

### **Essential Functions:**

- Attends all regular, work session, and special Board of Aldermen meetings, and other meetings as directed; transcribes and prepares minutes of all council meetings for bi-monthly approval in order to maintain accurate, up-to-date records for the City of Bellefontaine Neighbors. Prepares electronic agenda packets under the direction of the Mayor/City Administrator. Ensures all meetings are posted in accordance with the state open meetings laws. Maintains confidentiality of executive work session discussion and minutes.
- Demonstrates a commitment to his/her public duty and presents oneself as a credible and knowledgeable representative of the City to maintain public trust by following professionalism; builds and maintains positive relationships while serving all internal and external customers using effective communication and teambuilding skills; seeks to actively listen and provides prompt assistance to others; equally treats others with dignity and respect; problem-solves; accepts responsibility for self and work product.
- Serves as official custodian of City official and historical records in accordance with requirements of state laws, ordinance, and City policy. Utilizes electronic archiving system for retention, storage, retrieval and destruction of records, in conformance with applicable state laws and local ordinances and City policies. Maintains current City code book.
- Creates bills and resolutions and other correspondence from the Board of Aldermen as requested; responds to the public for the Mayor/City Administrator and Board of Aldermen; provides appropriate information regarding City procedures, policies, ordinances and current projects; and forwards inquiries to appropriate personnel as needed in order to ensure effective services for the City of Bellefontaine Neighbors.
- Prepares legal publications, notices and ordinances; prepares notices for mailing; and places legal advertisements with newspaper for proper public notification to ensure compliance with Missouri statutes for the City of Bellefontaine Neighbors.
- Processes all elections, administers oath of office, communicates with people requesting information, serves as primary Notary Public for the City; and completes extensive copy work for members of the Board of Aldermen in order to ensure efficient and effective operations for the City of Bellefontaine Neighbors. Tracks and coordinates Board of Aldermen nominations and appointments to boards, committees and commissions.
- Accepts, responds and fulfills all Sunshine Law requests and other record requests and subpoenas in compliance with all laws.

- Tracks expenditures within the administrative budget accounts, provides estimates for budget; processes Mayor/City Administrator and Board of Aldermen travel, training, and other related requests and expenses under established policy.
- Coordinates various City events for elected/appointed officials, and other employee events as needed.
- Manages the City employee's benefits, random drug testing program, and works with risk management and liability insurance on matters such as workers compensation and other insurance claims.
- Manages other City employees, recommends the hiring and discipline of employees, and evaluates and assesses employee performance per policy and as needed.
- Serves as a staff liaison to City committees and commissions and performs other duties as assigned by the Mayor/City Administrator.

### **To Apply**

Submit a cover letter of interest, résumé, and a professional references letter to include four (4) references for evaluating and assessing the occupational character and performance for City Clerk: Mayor/City Administrator, City of Bellefontaine Neighbors, 9641 Bellefontaine Road, Bellefontaine Neighbors, MO 63137, or [bninfo@cityofbn.com](mailto:bninfo@cityofbn.com). Review of submissions begins immediately. All information is due by Friday, October 15, 2021, at 5:00 p.m.

**The City of Bellefontaine Neighbors is an Equal Opportunity Employer.**