

## **CLASS TITLE: OFFICE OF THE CITY CLERK, ADMINISTRATOR**

**PURPOSE OF THE CLASSIFICATION:** Under general direction is responsible for custody, maintenance, and publication of all official records and documents of the City of Tulsa including but not limited to ordinances, resolutions, easements, deeds, contracts, mayoral executive orders and agendas, and performs other related assigned duties.

### **ESSENTIAL TASKS:**

- Serves under director of the City Clerk as custodian of the City's seal and recordkeeper of all official actions of the Mayor and the City of Tulsa, as defined by State Statute, City Charter, City Ordinances and Executive Orders of the Mayor
- Prepares, assembles and distributes documentation for consideration by the governing body, working cooperatively with City of Tulsa Departments, Elected Officials and other Governmental Entities, and utilizing advanced data collection and research skills
- Ensures the thorough and correct execution of original documents maintained by the City Clerk's Office, that all document processing and deadline requirements are met, and for the accurate and timely processing and disposition of documents and digital redundancies in compliance with record retention policies
- Maintains an information and records management system and written procedures for the digital indexing, filing and monitoring of all official City documents, and trains City Clerk's Office staff in document process requirements, applicable laws, and deadlines
- Ensures the security and confidentiality of all sensitive and privileged information and documentation maintained by the City Clerk's Office
- Maintains and monitors City Clerk's Office financial records and utilizing the City's financial system
- Addresses questions concerning the City government by mail, in person or by telephone and ensures citizens receive high level of customer service
- Maintains and ensures proper posting of open meeting notices, and ensures deeds, dedications, warrants and other documents are submitted to the proper county officials for recording and filing
- Ensures the proper handling, archiving and management of all historical records and artifacts maintained by the City Clerk's Office
- Plans, implements, directs, and manages all functions and resources of the City Clerk's Office to achieve the strategic objectives of the department and the City in an efficient and effective matter
- Must report to work on a regular and timely basis

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

### **QUALIFICATIONS:**

Training and Experience: Graduation from high school or possession of a General Educational Development Certificate (GED) and six (6) years of progressively responsible administrative experience, including at least 2 years experience working in governmental records or in records management and document retention; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128. Management experience preferred.

Knowledge, Abilities and Skills: Comprehensive knowledge of modern office practices, procedures and methods; comprehensive knowledge of grammar, document composition, and language; considerable knowledge of indexing and filing procedures, particularly as relating to the maintenance of official City records; and considerable knowledge of the legal requirements and procedures involved in the custody and use of official City records; knowledge of document management best practices. Ability to develop and implement procedures to improve efficiency; ability to make decisions in accordance with laws, ordinances, regulations and departmental policies and procedures; ability to coordinate work across multiple departments and outside agencies; and the ability to understand and influence the behavior of others within the organization, customers or the public in order to achieve job objectives and cause action or understanding. Advanced skill in the use of computers and software applications.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting, carrying, pushing, and pulling up to 20

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pounds; subject to walking, standing, sitting, reaching, bending, kneeling, climbing, and handling; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: None required.

**WORKING ENVIRONMENT:** Working environment is indoors in an office setting.

**Class Code: 2069**

**EEO Code: N-03**

**Pay Code: EX-32**

**Group: Clerical and Administrative**

**Series: Typing, Stenographic and Secretarial**

**Effective Date: November 3, 2021**