



City of Mesquite (NV) City Clerk

SALARY	\$74,500.00 - \$140,000.00 Annually	LOCATION	Mesquite, NV
JOB TYPE	Full Time	JOB NUMBER	00254
DEPARTMENT	City Clerk	DIVISION	Administration
OPENING DATE	08/07/2023	CLOSING DATE	9/17/2023 11:59 PM Pacific

Description

Job descriptions/specifications are intended to indicate the essential functions and levels of work difficulty of the position and are not intended to describe in detail all of the position's specific duties and responsibilities nor exclude other duties of similar level or difficulty. Additionally, it is not intended to limit management's rights to assign, direct, and control the work of employees under their supervision

DEFINITION

Supervise, plan, and coordinate the activities and operations of the City Clerk's office; interact with other departments, outside agencies and the general public; provide highly responsible and complex staff reports to City Manager; provide leadership for all City Clerk function including statutory responsibilities of the city clerk, electoral, legislative, and records management roles. Serve at the pleasure of the City.

Examples of Duties

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES

(Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of reasonable accommodation.)

1. Serve as a representative of the City of Mesquite, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public.
2. Supervise and coordinate the organization, staffing, and operational activities for the City Clerk's office, including the recording of official documents and records according to the Nevada Revised Statutes and Ordinances of the City of Mesquite.
3. Oversee preparation of postings and agendas notices of all City Council meetings as required in the State's statutes, including Open Meeting Law. Oversee the preparation of supporting material and development of materials required for said meetings and distribute the supporting materials and agendas to each City Council member.
4. Oversee the taking of minutes and record keeping of all City Council meetings.
5. Maintain custody and direct the processing of official records and archives of the City including ordinances, resolutions, contracts, agreements, deeds, bond documents, and minutes and all other City records as required by local, state, and federal laws.

6. Develop and implement City-wide records management procedures and programs including microfilming, archiving and destruction, review records retention and disposition schedule for all City Departments.
7. Serve as the City's election official; plan and direct all municipal elections, including initiatives, referendums, and recalls, to ensure compliance with local, state, and federal laws and regulations, the Voters Rights Act, and Help America Vote Act; serve as filing officer for candidates for office; certifies municipal elections results; coordinate City-wide municipal elections; act as a liaison/registration officer for all city elections according to the cooperative agreement between the City of Mesquite and the Clark County Election Department and ensure compliance with City/state laws related to municipal elections; respond to requests from the media and the general public.
8. Receive and process formal petitions relating to affidavits of candidacy, campaign contribution and expenditure reports, and financial disclosure statements; instruct candidates concerning campaign financing requirements; examine and certify results; receive and process petitions relating to matters pertaining to the City.
9. Administer and maintain the rules/regulations/sales and records of the City Cemetery.
10. Participate in the development and implementation of goals, objectives, policies, and priorities for the operations of the City Clerk's office; identify resource needs; recommend and implement policies and procedures.
11. Select, train, motivate and evaluate City Clerk's office clerical personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
12. Coordinate and oversee office activities with those of other departments and outside agencies and organizations; provide guidance and direction to other departments in the development of reports, resolutions, and other materials for submittal to the City Council; provide staff assistance; prepare and present staff reports and other necessary correspondence.
13. Attend and participate in professional group meetings; stay abreast of new trends and innovations related to the City Clerk's office functions and services.
14. Serve as official custodian of the City seal; certify municipal corporate actions; attest official documents including deeds, contracts, ordinances, resolutions, and minutes; administer oaths of office for all elected and appointed officials and issue certificate of election of all elected members of City Council.
15. Direct and oversee the development and administration of the City Clerk budget; forecast the need for additional operating funds; monitor and approve expenditures; and procure additional resources as needed.
16. Prepare and maintain an annual departmental budget.
17. Maintain the office of a notary and perform all related duties thereof.
18. Operate a variety of office equipment including; computer, ten key, folding machine, fax machine, copy machines, scanner, etc.
19. Oversee City Hall's reception desk.
20. Be dependable and meet acceptable attendance requirements at all times.
21. Follow all applicable safety rules and regulations.

OTHER JOB FUNCTIONS

- A. Protect confidential information by preventing unauthorized release, both verbal and/or writing.
- B. Perform other related duties as assigned.

Typical Qualifications

QUALIFICATIONS

The degree of knowledge and ability as outlined under this section is that which is necessary to satisfactory perform the essential functions of this position.

Knowledge of:

- Federal and State laws, codes and regulations governing the operational characteristics, services, and activities of a City Clerk's office.
- Principles and practices of records management including records retention laws.

- Principles of Robert's Rule of Order and State's Open Meeting Law.
- Principles, methods and general knowledge of manual and computerized records and information systems, record keeping, record filing, indexing, storage, and retrieval systems.
- Microfilming and reproduction methods, techniques, and equipment.
- Coordination of elections, candidate filings, and voting requirements.
- Principles and practices of municipal budget preparation and administration; summons and subpoena processing; lobbying procedures and bid advertising and opening procedures.
- Principles of supervision, training, and performance evaluation.
- General office and clerical skills; letter writing; report preparation; spelling, grammar, and punctuation.
- Good public relations skills.
- Modern office procedures, methods, and computer equipment.

Ability to:

- Understand the organization and operation of the City, the City Clerk's office, and of outside agencies as necessary to assume assigned responsibilities.
- Develop and administer an efficient records management system.
- Maintain complex records and ensure that records are maintained in conformance with established guidelines.
- Read, interpret, and analyze legal documents, explain laws, ordinances, rules, regulations, policies, and procedures.
- Compose and execute legal documents such as ordinances, resolutions, and affidavit in accordance with appropriate laws.
- Select, supervise, train, and evaluate staff; manage and coordinate the work of clerical personnel.
- Communicate effectively with officials, city personnel, and the public; safeguard sensitive and confidential information.
- Function as a team leader as well as part of a team; establish and maintain effective working relationship with elected and appointed officials, City staff, organizational leaders, media, and the public; and remain impartial of political issues.
- Communicate clearly and concisely, both orally and in writing.
- Prepare clear and concise reports.
- Type at least 50 words per minutes.
- Work non-standard hours such as evenings, weekends, and holidays.
- Travel and work extended hours as needed.

Experience, Education and Training:

Any equivalent combination of training, education and experience which provides the individual with the required knowledge, skills, and abilities to perform the job. A typical way to obtain the required knowledge and abilities would be: Education: Bachelor's Degree from an accredited college or university in Business or Public Administration, or a closely related field.

Experience: Three (3) years of full-time increasingly responsible managerial, supervisory, or administrative recent experience performing complex and responsible duties in the fields of records management, office management, or a related field, preferably in municipal government.

License or Certificate: Certificate in Records Management preferred and must be or have the ability to become a Certified Municipal Clerk from the International Institute of Municipal Clerks. Must possess at the time of employment and continuously throughout employment a valid Nevada or "border state" driver's license, as defined by NRS 483.

Note: an equivalent combination of training and experience in a closely related field may be considered.

Desirable: Master's degree in Business or Public Administration, or a closely related field.

Special Requirements:

Must be bondable, maintain notary status and live within the limits of the City of Mesquite within six (6) months of employment.

Competencies:

Strategic Thinking - Effective performers act with the future in mind. They plan and make decisions within the framework of the City's strategic intent. They know and understand the factors influencing strategy (e.g., core competence, customers,

and the organization's current strengths and limitations). They consider future impact when weighing decisions. They constantly think in terms of continually improving City services.

Visioning - Effective performers are imaginative. They are able to create a vision of a preferred future for their teams. They communicate it clearly and enthusiastically in such a way that others are attracted to it. They are able to bring the vision to life for team members.

Diplomacy - Effective performers work well within the City's power network. They are perceptive to social cues in the environment. They recognize personal agendas. They are skilled at handling situations without arousing hostility and are able to navigate the political water of the City. They forge coalitions and know how to stay viable within the system.

Business Thinking - Effective performers see the City as a series of integrated and interlocking business processes. They understand general business concepts that govern these systems and their interfaces. They create and/or realign these systems in response to changing needs. They understand that a change in one process can have dramatic and unintended impact across the entire City. They are adept at using these interdependencies to synergistic advantage.

Risk-Taking - Effective performers have a history of, and propensity for, taking calculated changes to achieve goals. They find a balance between analysis and action. When they fail, they accept it, learn from it, and move on to the next challenge.

Financial Acumen - Effective performers understand the financial framework of the City. They establish and monitor appropriate financial measures (e.g. , balance sheet, income statement, cash flow, etc.). They interpret and use financial data to make informed business decisions.

Presentation Skills - Effective performers are able to organize and deliver public speeches that effectively inform or persuade audiences. They are adept at using current presentation technologies and media formats. They are able to field audience questions comfortably and confidently.

Assertiveness - Effective performers readily offer opinions and take action even when their position may be unpopular. They are willing to challenge others appropriately when required. They are self-confident - they trust their own judgment and are not overly dependent upon the approval of others.

Global mindset - Effective performers see the City's business in a global context. They look beyond their own borders for opportunities for continuous improvement.

Leader Identification - Effective performers identify with the role of leader and enjoy positions of responsibility and the exercise of authority. They understand that management is a distinct vocation and choose to be in a leadership position.

Supplemental Information

WORKING CONDITIONS

Work is performed under the following conditions:

Duties require sufficient mobility to work in a typical office setting and use standard office equipment, including a computer; sustained posture in a seated position for prolonged periods of time; vision to read printed materials and a VDT screen, and hearing and speech to communicate in person or over the telephone. Modern physical exertion is present due to occasional bending, twisting, reaching, standing, walking and stooping. Must be able to handle stressful situations, have flexibility of work hours and be able to attend some evening meetings and must be able to travel to off-site facilities. Must carry/lift/push or pull loads of up to 25lbs.

Department: City Manager

Division: Clerk

Classification/Grade: M-4

Wage Assignment: Appointed

FLSA Status: Exempt

Safety Sensitive: No

Bargaining Unit: Nor Represented

EEO 4 Category: a-Officials & Administrator

HOW TO APPLY

Applicants are required to supply copies (proof) of all required documentation and verification of education and any other stated requirements of the position. City of Mesquite Human Resources will only accept degrees or credits earned from a college or university accredited by an official agency recognized by the US Department of Education. A listing of accredited universities is available at: <http://ope.ed.gov/accreditation>.

Provide copies of the following with your complete application:

- **Letter of interest/Cover Letter**
- **Resume - A resume is required in addition to the completed employment application. Applications submitted without a copy of the candidate's resume are incomplete and will not be considered.**
- **Copies of any relevant certificates, licenses or awards**

Selection Process:

The selection process will begin with an employment application package screening, with the best qualified candidates being invited to participate further in the assessment process. This process may include any combination of written, performance, and oral assessments to evaluate job-related education, experience, knowledge, skills, and abilities.

The Human Resources Department must receive the completed City employment application and all required documentation by the closing date and time listed on the announcement. The employment application must be accessed through our website, www.mesquitenv.gov or <https://www.governmentjobs.com/careers/mesquitenv> and submitted electronically following the online links. When applying online, applicants must complete the employment application in its entirety to be considered for this recruitment. Resumes will not be accepted in lieu of the completed employment application. Decisions on an applicant's qualifications for the above position will be made solely on the materials submitted at the time of application.

The City will provide reasonable accommodation to qualified individuals with disabilities. It is the responsibility of the candidate requiring accommodation to contact the Human Resources Department in writing prior to the close of the recruitment.

If you are invited to participate in the assessment process, you will be required to self-schedule through the City of Mesquite on-line application system. Please check your email on a regular basis after submitting your application for complete instructions, which include where and when to report.

Appointment may be subject to the successful completion of a post offer pre-employment background investigation. The City reserves the right to modify selection devices and test instruments in accordance with accepted legal, ethical, and professional standards.

Note: *E-mail communications will be sent from senders with the extension: @mesquitenv.gov you may need to adjust your spam blocker to ensure that you receive email notifications from the City of Mesquite.*

Failure to satisfactorily demonstrate that the requirements of the posted position have been FULLY met will result in disqualification.

The City of Mesquite is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals. The City of Mesquite encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.

City of Mesquite (NV)

City Clerk

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Mesquite, Nevada, 89027

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<https://www.governmentjobs.com/careers/mesquitenv>

Phone

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