



CITY OF SAND POINT

P.O. BOX 249 Sand Point, Alaska 99661
PHONE: 907.383.2696 FAX: 907.383.2698
www.sandpointak.org

EMPLOYMENT OPPORTUNITY

POSITION: CITY CLERK
STATUS: FULL-TIME, PERMANENT
SALARY: RANGE 20, \$19.76/hr.-\$29.04/hr, DOE
BENEFITS: State retirement plan, Sick/Annual Leave, Medical/
Dental Insurance, and Life Insurance

GENERAL POSITION SUMMARY AND RESPONSIBILITIES

Under the direction of the Mayor, this administrative position works with other City Hall personnel to ensure prompt and courteous service to the citizens of Sand Point and the public at large. Primary duties include preparing and assembling meeting agendas, posting all meetings and public notices timely, attending all council meetings and taking minutes, drafting and preparing ordinances and resolutions, maintaining municipal records and files, issuing various city licenses and permits, responsible for city leases and agreements, open and distribute incoming mail to appropriate departments, conduct city elections, maintain office equipment and office supplies at City Hall.

KNOWLEDGE, SKILLS, AND QUALIFICATIONS

- Ability to work independently and to prioritize multiple tasks.
- Strong written and verbal communication skills required.
- Knowledge of computer programs and software systems.
- Work effectively with the public, city employees, and other government agencies.
- Ability to maintain confidentiality.

Application Closing Date: Open Until Filled
Submit application to: City Office or dschmit@sandpointak.org

An application or complete list of duties is available at the City Office or can be requested by e-mail to dschmit@sandpointak.org

The City of Sand Point is an Equal Opportunity Employer.

The City of Sand Point is a drug free workplace. All employees are required to take a mandatory drug test.



City of Sand Point

Job Title: City Clerk
Job Class: City Clerk
Pay Rate: Range 20
Department: Administration
Supervisor: Mayor
Date Revised: August 29, 2024

Job Summary

Under the direction of the Mayor, this administrative position works with other City Hall personnel to ensure prompt and courteous service to the citizens of Sand Point and the public at large. Primary duties include preparing and assembling meeting agendas, posting all meetings and public notices timely, attending all council meetings and taking minutes, drafting and preparing ordinances and resolutions, maintaining municipal records and files, issuing various city licenses and permits, responsible for city leases and agreements, open and distribute incoming mail to appropriate departments, conduct city elections, maintain office equipment and office supplies at City Hall.

Essential Functions

1. Attend meetings of the governing body (city council) and its boards and committees as required and keep the journal (minutes) of these meetings.
2. Maintain custody of the official municipal seal.
3. Ensure that notice and other requirements for public meetings are complied with and that public records are available for public inspection as required by law.
4. Manage municipal records and develop retention schedules and procedures for inventory, storage, and destruction of records as necessary.
5. Maintain an indexed file of all permanent municipal records, provide for codification of ordinances, and authenticate or certify records as necessary.

6. Prepare agendas and agenda packets as required by the governing body.
7. Administer all municipal elections.
8. Assure the municipality complies with 42 U.S.C. 1971-1974 (Voting Rights Act of 1995, as amended).
9. Take oaths, affirmations, and acknowledgments as necessary.
10. Responsible for city leases and agreements.
11. Act as the parliamentary advisor to the governing body.
12. Perform other duties required by law, the governing body, or the city administrator

Knowledge, Skills, and Qualifications

- Ability to work independently and to prioritize multiple tasks.
- Strong written and verbal communication skills required.
- Knowledge of computer programs and software systems.
- Work effectively with the public, city employees, and other government agencies.
- Ability to maintain confidentiality.

Required

- High school graduate or GED equivalent.
- Minimum two years of administrative experience.
- Computer experience.

Preferred

- College degree with emphasis in public or business administration.
- Have or obtain certification as a Certified Municipal Clerk (CMC).
- Previous experience in municipal government.