

City of Freeport Job Description

Job Title: City Clerk
Labor Grade: N/A - Elected position. Salary per City Ordinance.
Department: City Hall

MISSION STATEMENT:

- To uphold constitutional government and the laws of the community
- To impart to profession those standards of quality and integrity that the conduct of the affairs of the office shall be above reproach and to merit public confidence in our community
- To be ever mindful of neutrality and impartiality, rendering equal service to all and to extend the same treatment I wish to receive myself
- To record that which is true and preserve that which is entrusted to the City Clerk as if it were my own
- To strive constantly to improve the administration of the affairs of the office of City Clerk consistent with applicable laws and through sound management practices to produce continued progress and so fulfill my responsibilities to my community and others

ESSENTIAL DUTIES AND RESPONSIBILITIES:

In Freeport, the City Clerk is an elected position. The Clerk is elected at the same time as the Mayor and Treasurer, and serves a four-year term. As an elected official, residency within the City limits of Freeport is a requirement. Although municipal clerks derive primary duties from the state statutes, they also perform other duties that have been established either by municipal ordinances or by the municipality's own custom or practices. The fundamental duties of the City Clerk are as follows:

1. Attend all meetings of the corporate authority and keep a full journal of its proceedings.
2. Keep a separate book of ordinances enacted by the municipality together with a record of the date of enactment and of publication. The certified copy of this record of the ordinance and proceedings in connection therewith is prima facie evidence of the contents, passage, and publication of the ordinance.
3. Issue all notices under the Open Meetings Act, including the annual notice and notices of special meetings. The City Clerk is the Open Meetings Act Officer for the City.
4. Act as custodian of the corporate seal and of all papers or documents belonging to the municipality.
5. If no comptroller, countersign all warrants drawn upon the municipal treasury and signed by the Mayor or Treasurer.
6. Act as the The Freedom of Information Act (FOIA) officer and administrator. Accept, document, and process FOIA requests submitted to the City (Police, Fire and Library have their own officers).
7. Oversee the proper preservation and destruction of public records per the Local Records Act.
8. Administer oaths of office for City Officials.

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9. Based upon population, the City Clerk may appoint a Deputy Clerk to act in his or her absence.
10. Responsible for filing a certified copy of the tax levy ordinance, copies of annexation or disconnection ordinances, copies of subdivision plats and other documents with the County Clerk and County Recorder. In addition, it is the Clerk who is generally responsible for all reports, filings, notices and publications made on behalf of the municipality.
11. Prepare certification of the authenticity of the annual treasurer's report and further attest it was published or posted as required by state statute. The Clerk's affidavit is to be filed by the treasurer with the County Collector of taxes along with the copy of the annual account.
12. Act as local election official.
13. Official recipient of notices pertaining to litigation. When a police officer is sued, in order to trigger the indemnification provisions of the Municipal Code, he must provide the Clerk with written notice of the suit within 10 days of notice. When the municipality is sued, service must be made either on the Mayor or the Municipal Clerk.

Either the municipal code, custom or practice provides the municipal Clerk:

1. Prepare City Council Agenda and Packets.
2. Maintain and update the City's website.
3. Oversee appropriate materials are provided for department head review/approval prior to forwarding to the license officer in the licensing of applicants for: liquor, temporary liquor, auctioneer, bowling alley, carnival, dance halls, mechanical games and devices, junk dealers, mobile home parks, taxi driver, taxi vehicle, taxi dispatcher, theater, tobacco dealers, and transient merchants.
4. Oversee appropriate materials and signatures are obtained for the permitting of special events and loading zone permits. When necessary, obtain council approvals and IDOT permission for street closures for special event permitting.
5. Accept paperwork on behalf of the Liquor Commissioner who administers the Liquor License Ordinance.
6. Receive on behalf of the City, all necessary documents for annexation, subdivision and rezoning and respective fees to insure proper recording with Stephenson County.
7. Oversee cemetery billing and accounts receivables.
8. Prepare and maintain departmental budget.
9. Maintain the City Calendar.

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10. Provide Notary Public services for residents, staff, and the general public.
11. Maintain cell phones for office staff. Order supplies for copier and postage machine.
12. Supervise clerical staff as necessary.
13. In the absence of City Treasurer, deposit funds in City treasury.
14. Perform other duties of a similar nature or level.

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability needed to perform the above stated job duties:

- Proficient knowledge of Microsoft Office including, but not limited to Word, Excel, Publisher and administration programs including Outlook email systems and calendar
- Knowledge of website applications and ability to program updates to the website
- Knowledge of municipal administration, City laws and operations
- Ability to communicate well, both orally and in writing
- Ability to establish and maintain effective working relationships with other employees and the general public and to deal with public relation problems courteously and tactfully
- Ability to operate various office equipment, including but not limited to, fax machine, postage machine, computer, copier, calculators, and typewriters
- Ability to enter data into a computer with accuracy
- Ability to maintain confidentiality of communications, documents, and other matters
- Ability to maintain records and prepare reports for such records
- Ability to make decisions in accordance with established policies and procedures

EDUCATION and/or EXPERIENCE:

Because this is an elected position, the following is suggested but not a requirement: Graduation from an accredited four year college or university with the degree in business or closely related field and five years of experience in a business environment or equivalent.

LANGUAGE SKILLS:

Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one situations to the public or clients, and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, divide. Ability to perform these operations using units or American money, weight measurement, volume and/or distance.

REASONING ABILITY

Ability to apply common sense and understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

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PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to sit, stand, walk, reach with hands and arms, stoop, kneel, crouch and crawl. The employee is occasionally required to lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus. Hearing must be sufficient to adequately take minutes at meetings and follow proceedings of the corporate authorities.

WORK ENVIRONMENT:

The work environment characteristics described here is representative of those an employee encounters while performing the essential function of this job.

While performing the duties of this job, the employee will be in an office environment. The employee will have contact with the public on a daily basis.