



## CITY OF WASILLA

290 E. HERNING AVE.  
WASILLA, ALASKA 99654-7091  
PHONE: (907) 373-9050  
FAX: (907) 373-9085

### COUNCIL MEMORANDUM NO. 94-06

FROM: Clerk's Office

DATE: February 8, 1994

SUBJECT: Clerk/Finance Director Position Split

Bringing forward this proposal now will give adequate time to prepare budgets during the normal budget process. As indicated in Information Memorandum No. 94-05 proposed Ordinance Serial No. 94-05, amending Chapter 2.28 establishing the Clerk's Office for the City of Wasilla is before the Council. The current Municipal Services Department will be eliminated and duties assigned to this department will be divided between Administration, the Finance Department and the Clerk's Office. This proposal does not create any additional positions for the City. Also included is a packet of materials providing information regarding this proposed split.

When Wasilla was small, 1,560 residents in 1978, it was cost effective and efficient to combine positions. With Wasilla's reclassification in 1984, and population now at 4,381, combining positions becomes less cost effective and efficient. A transition has been occurring with the growth of the City causing positions to become more specialized. Validating or making official this transition with the Clerk/Finance Director position split is another step in the growth of the City.

The proposed organizational structure establishes two employees working for the Council and increases efficiency by creating clear job parameters. The estimated cost to split this position is between \$2,000 and \$5,000. If splitting this position does not save the City money, in dollars, what is the benefit to the City?

1. Establishes a clear separation between Administration and the Clerk's Office. The Clerk's Office will work for and be answerable to the Council, not Administration.
2. Allows the Clerk's Office to concentrate on more traditional clerk's duties, i.e., support of the City Council, codification, records management, minute indexing.
3. Allows the Finance Department to concentrate on more traditional finance duties, i.e., fixed assets, audit control, purchasing.



COUNCIL MEMORANDUM

NO. 94-06

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4. Allows the public access to a neutral City Office for information and assistance.

If Council decides to approve the position split, Council has several options they can use for the appointment of the new City Clerk.

1. Marj Harris can be appointed and move into the position with little disruption to the Council or the City.
2. Council may direct Administration to advertise for in-house recruitment.
3. Council may direct Administration to advertise for recruitment in the newspaper, or through job service.

Section 3.80.020, Recruitment of Executives, allows Council to utilize any recruitment and referral source or technique deemed appropriate to obtain the highest caliber employees to fill the Clerk's position. Council is also not required to use in-house recruitment to fill the Clerk's position.

Recommend: Introduction of Ordinance Serial No. 94-05 and schedule for public hearing and final action at the next regular meeting, 02/28/94.



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Erling P. Nelson, CMC  
City Clerk/Finance Director





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### PROPOSED JOB DESCRIPTION

<b>Classification:</b>	Department Head
<b>Job Title:</b>	City Clerk
<b><u>DUTIES:</u></b>	
<b><u>Council</u></b>	Preparation for and attendance at all Regular and Special City Council meetings. All duties per Wasilla Municipal Code Chapter 2.28 and Title 29.
<b><u>Elections</u></b>	Preparation of election budget and election materials and personnel. Coordination with Mat-Su Borough on joint elections. Absentee Voting Official for all Elections. Supply Officer of State Election materials. Voter Registrar and trainer of new City personnel for voter registration.
<b><u>Personnel</u></b>	Under the direction of the Mayor may organize and maintain personnel files. Preparation of Annual Evaluation forms for Departments and annual Sick Leave Balance Report for Buy-out option. Preparation of all workman's compensation reports and OSHA reports. Tracking of Personnel Policy Statements and preparation of job descriptions.
<b><u>Cemetery</u></b>	General Record keeping. Office contact with Mortuary's, Public Works Department, Excavator and Family.
<b><u>General Duties</u></b>	Provides supervision for the Clerk's Office. Maintenance of all records per Wasilla Municipal Code Chapter 2.76. Preparation of the Budgets for the Council and Clerk's Office. Other duties as may be assigned by Council.
<b><u>Hours of Work</u></b>	8:00 a.m. - 5:00 p.m., Monday - Friday and City Council Meetings.
<b><u>Qualification</u></b>	Graduation from high school or GED. Three (3) years experience related to job tasks or a combination of formal education and on the job training. Certification designation by the International Institute of Municipal Clerks (CMC) required. Minimum of sixty (60) wpm typing, knowledge of operation of computers and general office equipment.
<b><u>Starting Salary</u></b>	7A
<b><u>Salary Range</u></b>	Range 7



PROPOSED JOB DESCRIPTION: CITY CLERK  
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Benefits Health Insurance, SBS, Executive Leave, Paid Holidays, PERS, ESC, Workman's Compensation, Fica Medicare.

Supervisor City Council

Hiring Authority City Council

Revision Date







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### PROPOSED JOB DESCRIPTION

<b>Classification:</b>	Clerical II
<b>Job Title:</b>	Deputy City Clerk
<b>Duties:</b>	
<b><u>Council</u></b>	Assist in the preparation for and attendance at all Regular City Council meetings. Acting City Clerk - All duties per Wasilla Municipal Code Chapter 2.28 and Title 29 in the absence of the Clerk.
<b><u>Elections</u></b>	Assist in the preparation of election materials. Absentee Voting Official for all Elections. Voter Registrar for the City of Wasilla.
<b><u>General Duties</u></b>	Assists in the maintenance of all records per Wasilla Municipal Code Chapter 2.76. Switchboard operations, and clerical support to the Clerk. Acts as relief clerical support for special projects and illness. Other duties as may be assigned by the Clerk.
<b><u>Hours of Work</u></b>	8:00 a.m. - 5:00 p.m., Monday - Friday and City Council Meetings.
<b><u>Qualification</u></b>	Graduation from high school or GED. Two (2) years experience related to job tasks or a combination of formal education and on the job training. Sixty (60) wpm typing, operation of computers and general office equipment.
<b><u>Starting Salary</u></b>	90% of Range 3 A
<b><u>Salary Range</u></b>	Range 3
<b><u>Benefits</u></b>	Health Insurance, SBS, Annual and Sick Leave, Paid Holidays, PERS, ESC, Workman's Compensation, Fica Medicare.
<b><u>Supervisor</u></b>	City Clerk
<b><u>Hiring Authority</u></b>	City Clerk with concurrence of the City Council
<b><u>Revision Date</u></b>	



# FY 93 AML ~~COMPARABLE SALARIES~~ SALARIES

Clerk

All salary rates are monthly; all employees are full-time. This is an appointed position. Number of positions reported - 27; average salary reported - \$3,563.

Municipality	Job Title	Actual Rate	Salary Low	Range High	Years to High	Std. Hrs/Wk
Cordova	Clerk	3503	3503	3503		40
Craig	Clerk	2725	2452	2998		40
Dillingham	Clerk	3768	2941	4004	10	40
Fairbanks	Clerk	3948	3282	4232	0	40
Galena	Clerk	2333	2333	2333		40
Haines	Clerk	3032	2349	3753 ✓		40
Haines Borough	Clerk	3186	2941	3771	12	40
Homer	Clerk	3350	3045	3958 ✓	9	40
Juneau	Clerk	4118	3371	4491	13	40+
Kenai	City Clerk	3789 ✓	3789	3789 ✓		40
Kenai Peninsula Borough	Borough Clerk	4403	4403	4576		40
Ketchikan	City Clerk (a)	3894 ✓	3894	3894		40
Kodiak	Clerk (a)	4709 ✓	4709	4709		40
Kodiak Island Borough	Clerk	4106	4005	5127	9	40
Kotzebue	City Clerk	3000	3000	3000		37.5
Mat-Su Borough	Clerk	3881 ✓	4727	5373		40
Nome	Clerk/Treasurer	5021	3673	5069	10	37.5
North Pole	Clerk/Treasurer	4597	2984			40
Palmer	(see Manager)					
Petersburg	Clerk/Admin. Asst.	4098	3656	3656 ✓		40
Seldovia	Clerk/Treasurer	2575	2575	2575		40
Seward	City Clerk	4101 ✓	4101	4101		40
Sitka	City Clerk	3077	2753	3723 ✓		40
Skagway	City Clerk	2872	2583	3417		35
Soldotna	Clerk	4708	3712		6.5	40
Wasilla	Clerk/Finance Director	4618	4106	5195		40
Wrangell	Clerk	2780	2506	3148	7	40

(a) Ketchikan and Kodiak clerk's salary is determined by City Council.



CITY OF WASILLA

PAY PLAN

EFFECTIVE DATE 07-01-93

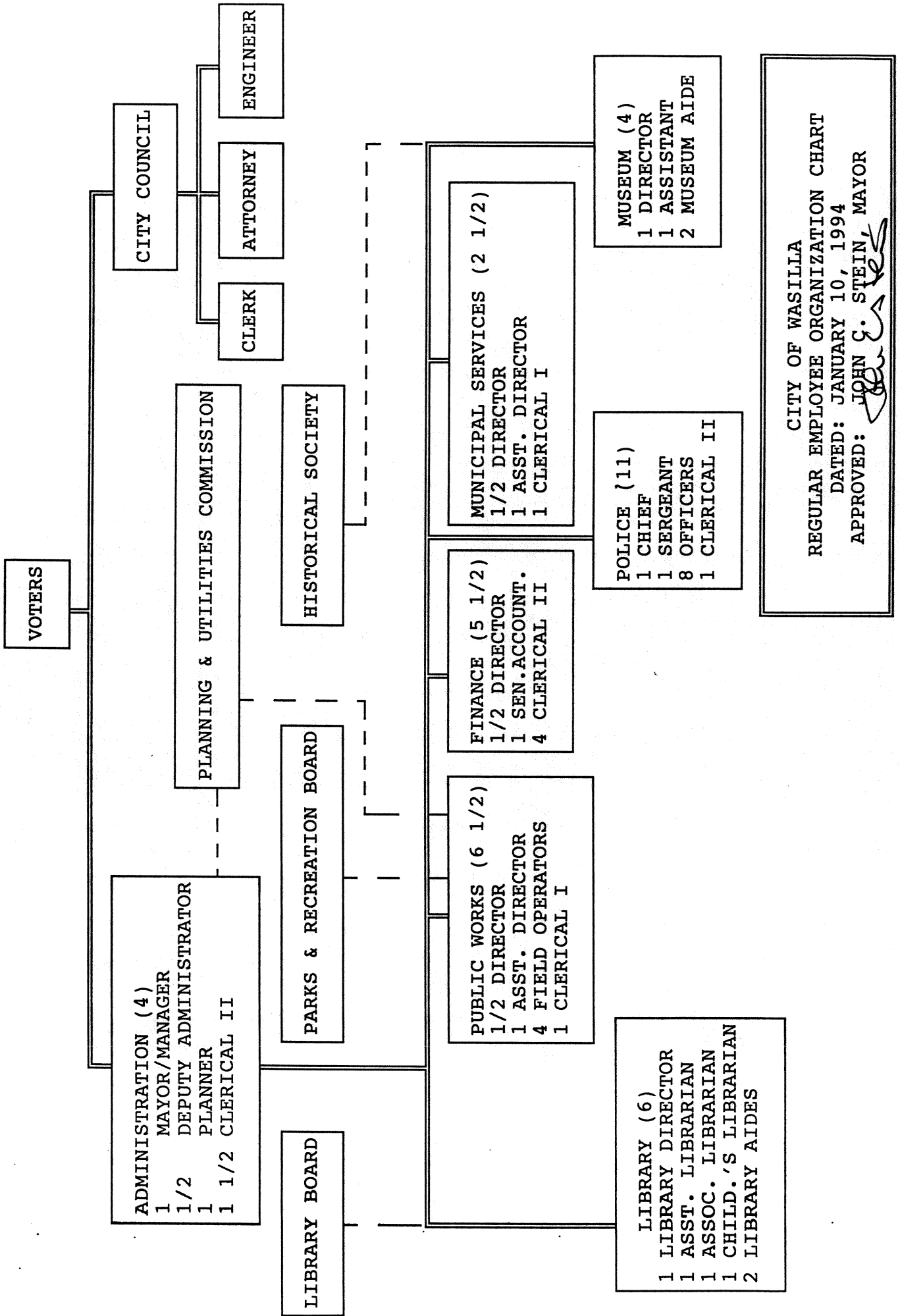
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RANGE NO.	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G
CLASSIFIED EMPLOYEES							
1	HR. \$9.71	\$10.10	\$10.50	\$10.92	\$11.36	\$11.81	\$12.29
	MO. \$1,683	\$1,750	\$1,820	\$1,893	\$1,969	\$2,048	\$2,130
	YR. \$20,197	\$21,005	\$21,845	\$22,719	\$23,627	\$24,572	\$25,555
2	HR. \$10.68	\$11.11	\$11.55	\$12.01	\$12.50	\$13.00	\$13.51
	MO. \$1,851	\$1,925	\$2,002	\$2,083	\$2,166	\$2,252	\$2,343
	YR. \$22,216	\$23,105	\$24,029	\$24,991	\$25,990	\$27,030	\$28,111
3	HR. \$12.28	\$12.77	\$13.29	\$13.82	\$14.37	\$14.94	\$15.54
	MO. \$2,129	\$2,214	\$2,303	\$2,395	\$2,491	\$2,590	\$2,694
	YR. \$25,549	\$26,571	\$27,634	\$28,739	\$29,889	\$31,084	\$32,328
4	HR. \$13.51	\$14.05	\$14.61	\$15.20	\$15.81	\$16.44	\$17.10
	MO. \$2,342	\$2,436	\$2,533	\$2,634	\$2,740	\$2,849	\$2,963
	YR. \$28,104	\$29,228	\$30,397	\$31,613	\$32,878	\$34,193	\$35,560
5	HR. \$15.54	\$16.16	\$16.81	\$17.48	\$18.18	\$18.90	\$19.66
	MO. \$2,693	\$2,801	\$2,913	\$3,030	\$3,151	\$3,277	\$3,408
	YR. \$32,319	\$33,612	\$34,957	\$36,355	\$37,809	\$39,322	\$40,894
6	HR. \$17.09	\$17.78	\$18.49	\$19.23	\$20.00	\$20.80	\$21.63
	MO. \$2,963	\$3,081	\$3,204	\$3,333	\$3,466	\$3,604	\$3,749
	YR. \$35,551	\$36,973	\$38,452	\$39,990	\$41,590	\$43,254	\$44,984
EXECUTIVE EMPLOYEES							
7	HR. \$21.62	\$22.49	\$23.39	\$24.32	\$25.29	\$26.31	\$27.36
	MO. \$3,748	\$3,898	\$4,054	\$4,216	\$4,384	\$4,560	\$4,742
	YR. \$44,972	\$46,771	\$48,642	\$50,588	\$52,611	\$54,716	\$56,905
8	HR. \$24.86	\$25.86	\$26.89	\$27.97	\$29.09	\$30.25	\$31.46
	MO. \$4,310	\$4,482	\$4,662	\$4,848	\$5,042	\$5,244	\$5,453
	YR. \$51,718	\$53,787	\$55,939	\$58,176	\$60,503	\$62,923	\$65,440
9	HR. \$27.35	\$28.45	\$29.58	\$30.77	\$32.00	\$33.28	\$34.61
	MO. \$4,741	\$4,930	\$5,128	\$5,333	\$5,546	\$5,768	\$5,999
	YR. \$56,890	\$59,166	\$61,532	\$63,994	\$66,553	\$69,216	\$71,984
10	HR. \$30.09	\$31.29	\$32.54	\$33.84	\$35.20	\$36.60	\$38.07
	MO. \$5,215	\$5,424	\$5,640	\$5,863	\$6,101	\$6,345	\$6,599
	YR. \$62,570	\$65,082	\$67,686	\$70,386	\$73,209	\$76,137	\$79,183



CITY OF WASILLA  
REGULAR EMPLOYEE ORGANIZATION CHART

CURRENT



CITY OF WASILLA  
REGULAR EMPLOYEE ORGANIZATION CHART  
DATED: JANUARY 10, 1994  
APPROVED: JOHN G. STEIN, MAYOR





Collateral references. - 56 Am. Jur. 2d, Municipal Corporations, counties, and Other Political Subdivisions, sec. 282.  
62 C. J. S., Municipal Corporations, sec. 695.  
Attorney's authority to compromise suit for municipality. 66 ALR 119; 30 ALR 2d 944.  
Attorney's compensation for services in matters involving municipalities. 143 ALR 829; 56 ALR 2d 13.

**Sec. 29.20.380. Municipal Clerk. (a) The municipal clerk shall**

- (1) attend meetings of the governing body and its boards and committees as required and keep the journal;**
- (2) have custody of the official municipal seal;**
- (3) assure that notice and other requirements for public meetings are complied with and assure 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 that the municipality complies with 42 U.S.C. 1971-1974 (Voting Rights Act of 1965, as amended);**
- (9) take oaths, affirmations, and acknowledgments as necessary;**
- (10) act as the parliamentary advisor to the governing body;**
- (11) perform other duties required by law, the governing body, or the chief administrator.**

(b) The governing body may combine the office of clerk with that of treasurer. If the offices are combined, the clerk-treasurer shall, as required of the treasurer, give bond to the municipality for the faithful performance of the duties as clerk-treasurer. (§ 7 ch 74 SLA 1985)

Notes to Decisions - No liability for unintentional error in performing discretionary duty. - When a public officer was charged with duties which called for an exercise of his judgment and discretion, he was not liable for an erroneous performance under a

