



CITY OF WASILLA

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

COUNCIL MEMORANDUM NO. 94-17

From: Mayor Stein
Date: April 7, 1994
Subject: Appointment of City Clerk

On February 28, 1994 Council approved Ordinance No. 94-05 which establishes a separate City Clerk position and department effective July 1, 1994.

WMC 3.20.030 D. provides that "the Council shall direct the manner in which the Mayor may solicit applications for the position of City Clerk".

I respectfully suggest that the normal recruitment process be followed by first soliciting applications from present City employees as provided in WMC 3.20.030 A. Applications would be forwarded to the Council and interviews scheduled with qualified applicants. The Council would either make the appointment or open recruitment to outside applicants.

We, of course, expect Deputy Clerk Marj Harris to apply. The in-house solicitation will advertise the position to other interested employees and keep the process open and above board.

With Council's approval we will post the position at once and bring applications to Council on April 25.

John C. Stein, Mayor

Enclosure: Job Description
WMC 3.20.030

*MARJ HARRIS Appointed
City Clerk EFFECTIVE 7-1-94
AT THE 4/11/94 REGULAR
CITY COUNCIL MEETING*



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JOB DESCRIPTION

Classification: Department Head

Job Title: City Clerk

DUTIES:

Council

Preparation for and attendance at all Regular and Special City Council meetings. All duties per Wasilla Municipal Code Chapter 2.28 and Title 29.

Elections

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.

Personnel

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.

Cemetery

General Record keeping. Office contact with Mortuary's, Public Works Department, Excavator and Family.

General
Duties

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.

Hours of Work

8:00 a.m. - 5:00 p.m., Monday - Friday and City Council Meetings.

Qualification

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.

Starting Salary

7A

Salary Range

Range 7

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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1986: Ord. 90-26 §3 1990)

3.20.020 Types of positions and appointment.

A. Regular. The position is considered to be a part of the regular complement continuously needed for performing City services. A regular employee shall be one holding such an appointment.

B. Temporary. The anticipated need for the Position, by reason of duration of the work to be performed, is not to exceed six months. A temporary employee shall be one holding such an appointment.

C. Part-time. The work involved is to be done during a portion of a work day, such as on a morning, afternoon, or night shift, and totaling less than forty hours a week. A part-time employee shall be a person hired under these circumstances.

D. Probationary. The initial appointment of an individual to a position whether it be regular, temporary, or part-time shall be probationary.

E. Auxiliary. A position with wages paid for on a reimbursement basis under a Federal or State program aimed at increasing employment or providing training opportunities; such positions shall be temporary positions and may have a duration of more than six months. (Ord. 86-7 §3 1986)

3.20.030 Recruitment.

A. Within ten working days after receiving the resignation of an employee, or in the event of a position vacancy, if the position is to be filled, the Personnel Officer shall solicit applications for that position from qualified regular, part-time, or auxiliary employees of the City. If, within five working days from the date the position is first advertised to City employees, the Mayor does not hire a qualified applicant, he may solicit further application from within and without the City government as he deems appropriate. This subsection shall not apply to positions of Deputy Administrator, Department Heads, the City Clerk, and the City Attorney.

B. Employees laid-off through no fault of their own shall be given preference in filling vacancies for which they are qualified. A person so reemployed shall not be subject to the successful completion of a probationary period if employed at his former classification or a lower classification and the same skill area. His hire date will be the date established by his former employment, and his service time shall include his total time with the employer in regard to longevity.

C. The Mayor may solicit applications for positions of unclassified employees in any manner he deems appropriate.

D. The Council shall direct the manner in which the Mayor may solicit applications for the position of City Clerk. (Ord. 86-7 §3 1986)

3.20.040 Probationary Period.

A. All new employees shall serve a probationary period of six (6) months, except

