

**CITY OF STONE MOUNTAIN  
CLASS SPECIFICATION**

**POSITION TITLE** : City Clerk  
**REPORTS TO** : City Manager  
**DEPARTMENT** : Administration  
**REVISED** : May 1, 2017

**NATURE OF WORK:**

This position is responsible for the administration of a wide variety of City codes and municipal front and back office operations. Duties involve extensive contact with the public. This position requires considerable judgment, discretion and confidentiality in the performance of duties. The City Clerk supervises administrative staff assigned to the City Clerk's Office. The position is full time. Appointment is by the City Council. After appointment employment is governed by Personnel Policy and Procedures except for compensation. Compensation is set by the City Council.

**MAJOR DUTIES AND RESPONSIBILITIES:**

Attend meetings and keep full and correct minutes of the proceedings of the Mayor and City Council together with all ordinances and resolutions adopted in a properly indexed book kept as a permanent record.

Prepare and post meeting notices and agendas as required by the laws of the State of Georgia, the City Charter and the City Code of Ordinances.

Organize and distribute to the Mayor and City Council materials for items placed on meeting agendas

Prepare and post notices of public hearings, including advertising notices that meet the requirements of state and local law.

Maintain custodian of the City seal

Arrange training and travel for Mayor, City Council and City Manager

Advise general public on requirements of City ordinances, policies, and regulations

Obtain the proper signatures for all official documents approved by the Mayor and City Council, including but not limited to ordinances, resolutions, contracts and correspondence

Publish all ordinances and other documents required by law to be open to the public

File campaign contribution reports and financial disclosure reports with the State Ethics Commission

Serves as Ex Officio member of the Pension Committee

Serve as Superintendent of Elections

Serve as a liaison between the DeKalb County Tax Assessor's Office and the DeKalb County Tax Commissioner's Office

Organize documents and materials requested by City Auditor in preparation for the annual audit

Maintain cemetery records, sell cemetery lots and issue burial permits

Supervise personnel assigned to the City Clerk's Office

Administer zoning, variances and special use permit requests; submit legal advertisements to paper; post signs on property; certify zoning classifications of real property

Organize Planning & Zoning Committee meetings, post signs, notices and prepare meeting agendas; organize and distribute materials for items placed on meeting agendas

Organize Historic Preservation Commission meetings, post signs, notices and prepare meeting agendas; organize and distribute materials for items placed on meeting agendas

Carefully preserve the record and documents belonging to the City which are not assigned to the custody of other departments, and to maintain a proper index to all such records and documents so that access and use are readily available

Respond to Open Records requests in a timely manner

Issue occupation tax certificates and business licenses; Maintain and keep a record thereof

Issue alcoholic beverage licenses, including yearly renewal; submit background checks and collect all necessary documentation

Compose correspondence in standard business formats

Maintain record of insured vehicles and report to insurance carrier changes in covered vehicles

Offer back-up administration of the Payroll and Human Resources functions, as assigned

Perform other related duties as required

**DESIRABLE QUALIFICATIONS:**

**Education and Experience:**

Associate Degree in Public Administration, Business Administration or related field required; Bachelor Degree preferred

Minimum of three years of progressively responsible public administration work experience or Georgia City Clerk Certification required

A combination of work and educational experience or certification(s) may be considered

Possess a valid Georgia driver's license and a satisfactory Motor Vehicle Report (MVR)

**Knowledge, Skills and Abilities:**

Thorough knowledge of modern office practices, methods and standard procedures

Working knowledge of office automation equipment and other machines such as personal computer, fax machine, typewriter and calculator

Working knowledge of Microsoft Office Word, Excel and Outlook

Thorough knowledge of municipal laws, policies, codes and regulations

Ability to establish and maintain filing systems

Ability to work independently without specific instruction

Ability to communicate effectively, both orally and in writing

Ability to meet and deal tactfully and courteously with a variety of people including but not limited to citizens, business and civic leaders, and other government officials

Ability to establish and maintain effective working relationships with City employees and the general public

**Requirements included in this class specification  
are subject to possible modification to reasonably  
accommodate individuals with disabilities.**