



City of Chelsea

HUMAN RESOURCES DEPARTMENT

Diane Carey

Director of Human Resources & Administration

City Hall, 500 Broadway Room 301

Chelsea, Massachusetts 02150

dcarey@chelseama.gov

Phone (617) 466-4170

Fax (617) 466-4175



To: Members, Local 9427 Steelworker's Bargaining Unit

From: Diane Carey, Director of Human Resources & Administration

Date: June 22, 2016

RE: Job Opportunity

City Clerk

Pay Class/Grade: 12

Salary Range: \$62,479.87 - \$81,239.22

POSITION SUMMARY (Full Description Next Pages)

Responsible for serving the public through the provision of public records, vital statistics and general information. This includes being responsible for all aspects of elections in accordance with Federal, State and City laws; acting as the Official filing agent for the City. Accept, file, record and maintain all municipal records, as well as to make records readily accessible for inspection and retrieval. Oversee the City's Traffic and Parking Program, coordinate the parking contractor activities, administer the residential parking program and hear appeals of ticket violations.

EDUCATION AND EXPERIENCE: Bachelor's Degree in Public Administration, Finance, Accounting, Business Administration, or related field and minimum of three (3) years of related experience preferably in the public sector. Prior experience in general office management, financial management, employee supervision, and with municipal processes and procedures. In-depth knowledge of City operations, state, local and federal statutes and regulations applicable to the duties and responsibilities of the City Clerk's Office.

SKILLS, KNOWLEDGE & ABILITIES:

Effective oral and written communication skills with the ability to establish and maintain effective working relationships with subordinates, City officials and the general public. Able to prepare original correspondence; coach, lead and manage subordinates effectively. Able to perform job duties independently, with accuracy and attention to detail and follow complex directions. Take special projects through to conclusion within established time frames and with minimal assistance from department head. Comfortable with and possess the ability to handle unstructured tasks related to special projects or independent analysis while requesting minimal amount of guidance. Demonstrated proficiency with Microsoft Office Suite, such as Word and Excel. Strong organizational skills to maintain current documentation, reporting and permanent public records in a manner that allows access as needed. Must possess the initiative, integrity, the ability to work as a collaborative team member, and the ability to handle multiple projects and responsibilities simultaneously. Ability to become bonded and commissioned as a Notary Public. A candidate bilingual in English/Spanish is strongly preferred.

Qualified candidates submit a cover letter and resume to Diane Carey, Director of Human Resources & Administration, City of Chelsea, 500 Broadway, Chelsea, MA 02150 by June 29, 2016. Email to dcarey@chelseama.gov or fax to: (617) 466-4175. City application forms are available in the Human Resources Department, Room 301.

- Transmit to the Secretary of State and other agencies after every annual election, a complete list of city officers elected and qualified, and report any changes in such offices as they occur.
- Arrange for posting the election warrants.
- Receive and review local campaign finance filings.

Voter Registration and Census

- Responsible for administering all aspects of voter registration as well as related census activities. Acts as Clerk of the Registrar of Voters.
- Train and supervise activities of census staff.
- Prepare and print annual street lists, verify and certify residency.
- Maintain confidentiality of records with restricted access and transmit information to required jurisdictions.
- Maintain absentee balloting lists for all elections.
- Certify voter status and issues absentee ballots.
- Serve as City contact for decennial Federal Census.

Public Records

- Responsible for maintaining, filing and issuing all vital statistics, violations and legal records.
- Record and index all birth, marriage and death certificates.
- Issue burial permits and serve as burial permit agent.
- Prepare required reports in a timely manner.
- Maintain confidentiality of records with restricted access.
- Correct and amend certificates as directed by court actions.
- Issue permits, collect and remit fees and maintain related records.
- Serve as Custodian of official City records and public documents. Post and record meeting notices.
- Receive and file all claims and actions against the City.
- Issue business certificates and maintain files. Receive and record liens and releases under the uniform code and the Department of Revenue.
- Establish, maintain and control all departmental files and records; manage retention schedule and develop procedures to dispose of obsolete records.

Traffic and Parking

- Oversee the City's Traffic and Parking Program.
- Coordinate parking contractor activities, administer residential parking program and hear appeals of ticket violations.
- Oversee the distribution of resident, visitor, business and temporary parking permits with associated record keeping.
- Oversee and maintain records of parking meter collections, parking violation fines and the issuance of late payment notices.

Permitting

- Until such time that this duty is transferred elsewhere, oversee the permitting of all public athletic fields and courts owned by the City of Chelsea, exclusive of fields under the jurisdiction of the Chelsea Public Schools.

Budget

- Prepare departmental budget, expend funds as authorized and monitor expenses.
- Prepare the Annual Report for the City Clerk.

Leadership

- Responsible for overseeing the daily operations of the department to meet deadlines.
- Establish and maintain policies and procedures that ensure accuracy and timeliness.
- Provide coaching and guidance to department staff by reviewing staff work, correcting and advising as needed. Delegate assignments as appropriate.
- Provide training to staff.
- Participate in hiring actions/decisions.
- Attend meetings, seminars, workshops to keep abreast on all activities and responsibilities of the City Clerk.
- Perform other related duties as may be required.

Customer Service

- Provide exceptional customer service by responding to customer inquiries within established time frames.
- Work effectively and maintain effective communication with the City Manager, the City Council, the Law Department, other departments, agencies, media, government entities and the public.
- Serve as Justice of the Peace.

Supervision Received: Direct: City Manager

Supervision Exercised: Direct: City Clerk department staff

EDUCATION, SKILLS & EXPERIENCE

- Bachelor's Degree in Public Administration, Finance, Accounting, Business Administration, or related field and minimum of three (3) years of related experience preferably in the public sector.
- Prior experience in general office management, financial management, employee supervision, and with municipal processes and procedures.
- In-depth knowledge of City operations, state, local and federal statutes and regulations applicable to the duties and responsibilities of the City Clerk's Office.
- Ability to establish and maintain effective working relationships with subordinates, City officials and the general public.

- Effective oral and written communication skills necessary for interactions with city officials, city employees, and the general public.
- The ability to prepare original correspondence.
- The ability to coach, lead and manage subordinates effectively.
- The ability to perform job duties independently, with accuracy and attention to detail; and the ability to follow complex directions.
- Must be able to take special projects through to conclusion within established time frames and with minimal assistance from department head.
- Must be comfortable and possess the ability to handle unstructured tasks related to special projects or independent analysis while requesting minimal amount of guidance.
- Must possess a demonstrated proficiency with Microsoft Office Suite, such as Word and Excel.
- Must possess strong organizational skills to maintain current documentation, reporting and permanent public records in a manner that allows access as needed.
- Must possess initiative, integrity, the ability to work as a collaborative team member, and the ability to handle multiple projects and responsibilities simultaneously.
- Ability to become bonded and commissioned as a Notary Public.
- A candidate bilingual in English/Spanish is strongly preferred.

Prepared by: Diane Carey

Date: June 6, 2016