

Recruitment Announcement
City Clerk
CITY OF MOUNT RAINIER, MARYLAND

The Historic City of Mount Rainier, MD is a residential community sitting on the border of Washington DC and Prince George's County, MD. Serving 8,500 residents, the community is a small urban oasis of historic homes and unique shops. The City employs a staff of 50 to serve the community.

We are currently recruiting for a highly qualified, dynamic, detail-oriented professional to join our Department of Administrative Services. The ideal candidate is a proactive thinker. Individuals must be able to develop and maintain strong working relationships others. Work is under the general direction of the City Manager.

GENERAL DEFINITION OF WORK

Work requires a high level of responsiveness to citizens, the Mayor and Council. Prepares agendas, materials and minutes for City council meetings, and varied public informational materials. This position oversees the compliance maintenance of official City records. Works under the general direction of the City Manager and works closely with the Director of Administrative Services.

TYPICAL TASKS

- Assists with answering public inquiries, and obtains information for the interested party.
- Attends regular and special meetings of the Mayor and Council to record meeting minutes; prepares agendas, researches and prepares material for same.
- Prepares and posts notices of public meetings and hearings; notifies the news media of scheduled meetings; posts such notices to the City's website, electronic listserv, social media outlets, bulletin board, and the City's cable channel.
- Coordinates the official schedules of the Mayor, and City Council (as a whole, not individual).
- Organizes elections, maintains all voter registration materials, supplies information to residents concerning elections, assist the City Board of Elections in preparation of all elections, and ensures compliance with voter record laws.
- Tracks all City legislation and agenda items, ensuring legislative and discussion items are introduced and carried out correctly.
- Together with the Communications team, plans and coordinates City community events.
- Drafts greetings, congratulatory letters, proclamations and other ceremonial documents.
- Performs the official certification and recording for the City as required on legal documents and any other records requiring such certification; attests and records all applicable vital statistics.
- Administers City's record and information management policies and proposes changes as needed to reflect changing technology and city systems.

- Administers the function of public records disclosure, assisting the public in accessing records and information in compliance with the Maryland Public Information Act and City policy.
- Develops and administers the City's record retention and disposition schedules; preserves and protects the City's historical records and information.
- Coordinates and maintains the permits and scheduling for the City's ball fields, community garden, city businesses, and other city amenities, which require scheduling/reservations and permitting.
- Oversees the creation and publication of all official notices and advertisements; serves as the back-up receptionist.
- Performs related task as required.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of parliamentary procedures in Robert's Rules of Order.
- Knowledge of Maryland laws and rules of procedure related to records management, inventory and retention, and practices and procedures regarding municipal elections.
- Knowledge of the regulations, codes and policies governing City government; and of the practices and operations of Maryland municipal governments.
- Ability to analyze public records requests, and to articulate requirements to departments, citizens, and other agencies and groups.
- Knowledge of the City's organization, programs, major projects and initiatives and business issues.
- Knowledge of administrative provisions of the City Charter and Ordinances.
- General knowledge of administrative and clerical practices and methodologies.

REQUIRED

Conferred Bachelor's Degree in Political Science, History or Public Administration.

PREFERRED

Maryland Certified City Clerk or currently enrolled in Clerk training.

JOB TYPE

Full-time, Exempt

To Apply:

Email Cover Letter and Resume to: dmercedes@mountrainiermd.org