

**City of Ferndale  
Employment Opportunity  
Deputy City Clerk**

Jurisdiction: City of Ferndale  
 Job Title: Deputy City Clerk  
 Employment Type: Full Time  
 Starting Salary: \$3,836  
 Salary Range: \$3,836 - \$4,579  
 Close Date: 05/01/2019

<b>REPORTS TO:</b> Clerk	<b>DEPARTMENT:</b> Administrative Services	<b>CLASSIFICATION:</b> Union – Teamsters Non Exempt
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**JOB SUMMARY:**  
 The Deputy City Clerk assists the City Clerk in all department services and coordinating day-to-day departmental activities and performs designated Clerk duties in the Clerk's absence. The position also assists the Clerk to coordinate and assemble Council and Committee agendas and packets, records management functions, and serves as back-up to the Clerk as coordinator of the City's Civil Service Commission and staff liaison to the Ferndale Arts Commission. This position serves as the staff liaison to the LTAC Committee, coordinates the City's Organizational Grants and provides back-up to the Communications Officer/Recreation Coordinator, assisting with website updates, copyediting and event support. This position may also serve as a grant writer for the City.

1. Assists the Clerk in planning department programs, goals, as well as the department's day to day activities Provides clerical support for other departments as needed.
2. Helps lead and coordinate peak effort tasks, and performs designated duties of the Clerk in the Clerk's absence.
3. Responsible for getting signatures on agenda items such as ordinances, resolutions, contracts, and meeting minutes, preparing ordinance/resolution summaries for legal notice, arranging for publications, and providing for safekeeping of original documents.
4. Coordinates and performs municipal code update functions using Code Publishing, and works with the City Clerk on matters requiring further attention.
5. Serves as City staff support and coordinator of the Arts Commission and the City's Civil Service Commission in the Clerk's absence, ensuring legal compliance while working closely with the Chief of Police and City legal counsel.
6. Works in coordination with the City Clerk on public records management, including inventory, archiving and destruction.
8. Works in coordination with the City Clerk in fulfilling public records requests, ensuring legal compliance with the Public Records Act
9. Assists the Communications Officer with website updates and posting, copy editing of print materials, and event support.
10. Works in coordination with the City Clerk and other Department Heads to write grants for the City.

11. Serves as the staff liaison for the LTAC Committee and coordinates the City's Organizational Grants.

12. Ongoing maintenance & oversight of the City's service providers' contracts; including tracking of renewal dates and ensuring current contracts are filed in a central location and also posted online.

**WORK ENVIRONMENT:**

Work is performed indoors in a municipal office environment; requires sitting, standing, walking, and lifting heavy file boxes up to 50 pounds; and may involve occasional work with verbally abusive and angry citizens.

**EXPERIENCE AND TRAINING REQUIREMENTS:**

- At least three years of experience in a general office or municipal setting, PC, secretarial, and Council experience, or equivalent, in a comparable municipality.
- Completion of two years associate level business studies, or equivalent, with strong customer relations, problem solving, writing, and administrative skills.

**TO APPLY:**

Submit letter of interest, completed job application and resume by mail, email or in person to City of Ferndale, 2095 Main Street, PO Box 936, Ferndale, WA 98248

[susanduncan@cityofferndale.org](mailto:susanduncan@cityofferndale.org)

Closing date: May 1, 2019. Only complete applications will be considered.