



# CITY CLERK



**THIS IS AN INSPIRING OPPORTUNITY TO WORK, SUPPORT, AND BE A PART OF A SMALL CITY IN NEW YORK STATE'S BEAUTIFUL FINGER LAKES REGION. AS THE CITY CLERK THIS LEADER WILL WORK WITH CITY STAFF AND COMMUNITY PARTNERS TO CONTINUE TO BUILD ON THE RICH FABRIC OF GENEVA AS THE STAFF SUPPORT TO CITY COUNCIL AND COMMUNITY. THE CITY OF GENEVA IS SEEKING AN ENERGIZED, DEDICATED, SKILLED, STRATEGIC, FRIENDLY, COMMUNITY PROFESSIONAL, TO SERVE IN THE ROLE OF CITY CLERK.**

## POSITION SUMMARY

The City Clerk manages the highest level of municipal affairs for the City and oversees the City's official records directing the origination, maintenance, retrieval, archiving, release, distribution, safety, and overall management of documentation related to City business. This is the principal administrative position of the City Clerk's office.

The work involves planning and supervising preparation and custody of official City records. The Clerk coordinates the day-to-day business of elected officials and manages statutory requirements for the Council and the City.

The Clerk supervises and oversees various files and acts as the Chief Records Officer and Records Access Officer. They supervise and maintain the City Archives and supervises research for public officials and private citizens using the Archives.

The Clerk directly supervises clerk office staff and supports customer success in City Hall.

This is a senior level position that is appointed by City Council and serves as a department head under general supervision of the City Manager.

The City of Geneva is looking for the following skills, attributes, and characteristics in the City Clerk:

### **ALLY**

A team player who promotes cooperation between the departments, community members, and other stakeholders.

### **INTEGRATOR**

A genuine individual who builds strong relationships within the communities they serve and on the teams they are a part of.

### **HUMBLE**

An approachable leader who listens to all types of feedback, is willing to be held accountable, accepts responsibility, and learns from mistakes.

### **STRATEGIC**

A visionary leader who is prepared to serve the City of Geneva as well as the region in an effective and efficient manner.

### **DETAILED-ORIENTED**

A detailed individual who appreciates the need for diving into information to understand processes and systems and the need to report, convey, and carry out actions in an accurate, thorough, and organized fashion.

## DUTIES AND RESPONSIBILITIES

- Maintain responsibility for all City records, such as ordinances, resolutions proclamations, contracts, agreements, meeting minutes, etc.
- Supervises the keeping of vital statistics such as marriages, birth, and death records
- Supervises and assists in the issuance of licenses and the collection of fees
- Provides first-class service to internal and external customers, and instills a customer focus in clerical and administrative staff
- Serves with the City Comptroller as customer service manager for administrative functions of City operations
- Attends or designates an attendee from the Clerk's Office to attend all Council meetings and supervises the preparation of official minutes
- Prepares and responds promptly in a helpful manner to all record requests from the public and in-house requests
- Confers with the public and City officials on matters of City business, conducts correspondence on matters of general policy where the policies and procedures involved are broadly outlined
- Carries out legal responsibilities (placement of legal advertisements, public notices, publishing all ordinances, local laws, notices of hearing, sale of bonds and all other legal notices, and mailing of legal notifications) and meet legal deadlines in accordance with State and Federal Statutes and/or the Code of Ordinances; and keep up with changes in laws that affect legal requirements
- Prepares, submits, defends, explains, tracks, and adjusts the departmental budget and all contracts related to the office
- Proposes and aims to achieve measurable objectives by which the success of the City Clerk's office can be determined

## QUALIFICATIONS

1. Graduation from a New York State registered or regionally accredited four-year college with a Bachelor's Degree and two (2) years of experience in progressively responsible managerial or administrative position, including, but not limited to, customer service functions, maintaining records, reports and official minutes of meeting; or
2. Graduation from a New York State registered or regionally accredited two-year college or business school and four (4) years of experience in progressively responsible managerial or administrative position, including, but not limited to, customer service functions, maintaining records, reports and official minutes of meetings; or
3. Graduation from high school or possession of a high school equivalency diploma and six (6) years of experience in progressively responsible managerial or administrative position, including, but not limited to, customer service functions, maintaining records, reports and official minutes of meetings; or
4. An equivalent combination of training and experience as defined by the limits of 1, 2, and 3 above.

## SALARY

The pay for this position is \$69,500 - \$72,700 commensurate with experience. City residency is required.

## WORK SCHEDULE AND ENVIRONMENT

The majority of the work will be performed on-site within City Hall located at 47 Castle Street, Geneva NY. The work day is 8:30am to 4:30pm Monday - Friday (35 hours a week), however there will be Council meetings outside of the intended schedule, which will require flexibility in scheduling.

### TO APPLY:

Submit a cover letter, resume, and at least two professional references (who will not be contacted until the applicant is notified) by email to Jennifer Slywka at [jbs@geneva.ny.us](mailto:jbs@geneva.ny.us) with the subject of City Clerk

First review of Applications:  
**March 15, 2024**