



Office of Human Resources City Clerk Administrator – CA3239

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General Statement of Duties

Performs a variety of duties assigned by the Denver City Charter and Denver Revised Municipal Code (DRMC) in addition to related programs and projects. The City Clerk Administrator is primarily responsible for maintaining custody of certain municipal records including the city's charter and code, ordinances, other legislative documents, rules, and regulations, contracts and other instruments, oaths and appointments, lobbyist registrations and reports, and financial/gift disclosures. The position also responds to Colorado Open Records Act (CORA) requests and assists the campaign finance team, when necessary.

Distinguishing Characteristics

The City Clerk Administrator is distinguished from the Administrator I that performs a variety of specific administrative activities/projects of limited scope in a specialized, functional area which requires a thorough foundation in the principles and practices of the functional area in order to maintain and improve the efficiency and effectiveness of the function and provide supportive, interpretive, and advisory information to higher level administrators, managers, and/or other stakeholders.

Essential Duties

Performs a variety of specific administrative activities/projects, participates in the development of long range and short-term planning initiatives for the functional area, and serves as a liaison with other departmental officials, community groups, and/or other units. Acts as a technical expert in a functional area, provides consultative and technical guidance to managers and/or other officials/stakeholders, and handles sensitive and/or confidential issues, complaints, and/or inquires.

Participates in the formation of operating policies and procedures, provides advice and interpretative information pertaining to policies and procedures, evaluates proposed changes to policies and procedures including the merit and overall impact of changes to the functional area, and makes recommendations.

Conducts studies and/or research projects within the scope of the functional area, prepares comprehensive reports that reflect findings and conclusions, recommends feasible solutions in areas that require attention or change, and implements approved recommendations. Implements procedures for evaluating effectiveness of the functional area.

Maintains records of proceedings of the Denver City Council and maintains certain official municipal records including the rolls of ordinances, original contracts, and other official documents. Ensures compliance with state and municipal law and troubleshoots errors and discrepancies.

Responsible for the publication of adopted ordinances; managing the signed attestation by the Clerk and Recorder and application of the City Seal; document filings for public availability; and overseeing the codification process for changes to the charter and DRMC.

Primary point of contact and administrator for the codification vendor that manages revisions to the charter and code. Responsibilities include contract compliance, technical guidance, and oversight of vendor performance. Primary point of contact for gift and financial disclosures, bidder disclosures, and lobbyist registrations and disclosures.

Receives, tracks, and responds to requests made to the office under the Colorado Open Records Act (CORA). Assists agencies with the publication of notices and completes other requirements in accordance with the D.R.M.C.

Manages a vast collection of historical documents and municipal records submitted by city departments and agencies for official records retention and retrieval. Oversees the repository systems for these records, defines their proper indexing, ensures their availability to city employees and the public, and manages the attestation by the Clerk and Recorder as applicable.

Administers various other programs related to the successful operations of the Clerk & Recorder's office. Oversees the posting and filing of documents submitted by the state, special districts, and quasi-governmental entities. The City Clerk maintains files of completed oaths and appointments. Maintains an understanding of other team operations including those of Recording, Public Trustee, and other divisions/units and assists with these operations as necessary.

Some functional areas may be structured within the Clerk and Recorder's Legislation, Policy, and Compliance division. May work closely with the Legislation, Policy, and Compliance staff for overall compliance in other areas, most significantly campaign finance regulation.

By position, performs some or all the elements of supervision and lead work including work planning, instruction, and review, handling grievances and disciplinary actions, hiring and dismissing employees, and evaluating employee performance.

Performs other related duties as assigned.

Employees may be re-deployed to work in other capacities in their own agencies or in other City agencies to support core functions of the City during a City-wide emergency declared by the Mayor.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies

Conflict Management – Manages and resolves conflicts, grievances, confrontations, or disagreements in a constructive manner to minimize negative personal impact.

Customer Service – Interacts with customers in a friendly and professional manner, works to resolve issues quickly and effectively, and is knowledgeable about products and services.

Influencing/Negotiating – Persuades others to accept recommendations, cooperate, or change their behavior; works with others towards an agreement; negotiates to find mutually acceptable solutions.

Problem Solving – Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

Reading – Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

Working with People - Shows respect for the views and contributions of other team members. Shows empathy, listens, supports, and cares for others, and reconciles conflict

Writing – Writes in a clear, concise, organized, and convincing manner for the intended audience.

Knowledge & Skills

Ability to ensure compliance with applicable laws, regulations, and policies, and ability to assist in establishing processes and controls to ensure compliance.

Ability to maintain accurate and complete records and files.

Ability to communicate effectively both orally and in writing with city staff, state and county officials, elected officials and the public.

Ability to compose correspondence, reports, and other written materials.

Ability to prioritize city needs and to coordinate operations and services.

Knowledge of Municipal Clerk functions.

Knowledge of Original and Electronic Records management and preservation processes.

Knowledge of Colorado Open Records Act or open records laws.

Knowledge of and ability to implement laws, rules and regulations affecting city government.

Level of Supervision Exercised

By position, performs lead work and supervises employees within the functional area.

Education Requirement

Bachelor's Degree in Library Sciences or Research, Public Administration, Political Science, or a related field.

Experience Requirement

Three (3) years of technical or administrative experience performing municipal clerk functions OR three years of experience performing records management and other technical and administrative duties within the related functional area.

Education & Experience Equivalency

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

Licensure & Certification

None

Working Environment

Pressure due to multiple calls and inquiries.

Subject to many interruptions.

Level of Physical Demand

3–Medium (20-50 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Hearing: Perceiving and comprehending the nature and direction of sounds.

Lifting: Moving objects weighing no more than 50 pounds from one level to another.

Sitting: Remaining in a stationary position.
Talking: Communicating ideas or exchanging information.

Background Check Requirement

Criminal Check
Employment Verification
Education Check

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: EX-09
FLSA Code: Y
Established Date: 06/04/2020
Established By: GT
Revised Date:
Revised By:
Class History: New Classification.