

## City Clerk

### Powers and duties of the City Clerk:

- Notify council and public of the time and place of meetings , post agendas, compile and distribute packets to council members
- Attend and compose meetings. Record and certify all actions of the council
- Arrange publications of notices, ordinances, and resolutions. Make available for public inspection all city ordinances, resolutions, rules, regulations and codes
- Attest deeds and other documents
- Have the power to administer all oaths required by law
- Be custodian of the city seal and the official records of the city
- Give proper officials ample notice of the expiration or termination of any term of office and when necessary, the conditions or requirements of all bond, franchises, contracts or agreements
- Be the city election registrar and be responsible for the calling and supervision of all city elections
- Work with the public in a friendly and courteous manner
- Responsible for answering phones and sorting mail
- All the responsibilities of the Utility Clerk/Treasurer in his/her absence
- Other duties as assigned by the Mayor