



# City of Needles, California Request for City Council Action

CITY COUNCIL    NPUA    SARDA    Regular    Special

**Meeting Date:** January 26, 2021

**Title:** Create Municipal Code Clerk Position

**Background:** On November 12, 2019 Council approved a new part time, minimum wage position of Administrative Support Clerk for the City Clerk department. This position was never filled.

In preparation for updating the Municipal Codes by end of June, 2021, the need for assistance on this project would require a much higher education and skill set than an Administrative Support Clerk. For this reason, the creation of a Municipal Code Clerk is being requested. This would be a limited duration temporary position (no benefits) at \$20 per hour

**Fiscal Impact: No Fiscal Impact.**

The 12 months of salary budgeted for original position, but unfilled for 6 months, will accommodate the cost for the 1-5 months for new position.

**Recommended Action:**

Approve the new job description for Municipal Code Clerk.

**Submitted By:** Tracy Beck, Human Resources Specialist

**City Management Review:** *Rick*

**Date:** *1/15/21*

Approved:

Not Approved:

Tabled:

Other:

Agenda Item: *8*

**NEW**

**POSITION DESCRIPTION**

**Position Title:** Municipal Code Clerk **Job Classification:** limited duration

**Department:** City Clerk **Position Range:** \$20/hour

**POSITION PURPOSE:** Update the current Municipal Code

**REPORTS TO:** City Clerk

**EXAMPLES OF RESPONSIBILITIES** (may include but not limited to):

- Review all ordinances passed by the City Council since the last Municipal Code.

**MINIMUM QUALIFICATIONS:**

- Ability to type a minimum of 40 words per minute and proofread with accuracy.
- Considerable knowledge of proper English usage, grammar, spelling, vocabulary and punctuation.
- Knowledge of and ability to operate a computer, office equipment and various software applications.

**EDUCATION/EXPERIENCE REQUIRED:**

Any combination equivalent to experience and education that would provide the required knowledge and abilities as stated above. A typical way to obtain the knowledge and abilities would be:

- High School diploma / GED required.
- Proficient in the use of computers and applicable software applications.
- Modern office practices and procedures including business correspondence, records management, and standard office equipment operation, and an understanding of electronic data processing.
- Experience as a law clerk or City Attorney Office experience

**OTHER REQUIREMENTS:**

- Valid and appropriate driver's license.
- Pass pre-employment physical and drug test.

**ESSENTIAL PHYSICAL REQUIREMENTS:**

Physical requirements may vary from light lifting consisting of frequent sitting, standing, walking, bending and stooping.

**ENVIRONMENTAL EXPOSURES:**

Moderate: Noise intensity levels, chemicals (office supplies), and lighting.

**GENERAL:**

This position description is not intended to be all-inclusive, and employee will also perform other reasonable related duties as assigned by management as required. The city reserves the right to revise or change classification duties and responsibilities as the need arises. This description does not constitute a written or implied contract of employment.

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Job Description Modification History  
Created January 15, 2021

Approved by City Council: