



Dear Applicant,

Greetings! My name is Adam Flaherty, and I am the City Administrator for the City of Otsego. I would like to thank you for your interest in the City Clerk Position. Included within this packet are the application materials for this position, which should consist of the following documents:

- 1) **Job Description.** This document will provide applicants an idea of the type of duties the position would be responsible for. Do not return this document, rather retain it for your records.
- 2) **Application Form.** Be sure to answer all questions and sign your application. If a question or section of the form does not apply, then write "N/A" in response to indicate that it is not applicable. Applications that are not signed or contain blanks may be removed from consideration for incompleteness. This document must be returned.
- 3) **Veterans Preference Points Form.** If this form is not completed, preference points (if applicable) will not be applied. This document must be returned.
- 4) **Tennessee Warning Form.** This document outlines the rights of an applicant under the Minnesota Data Practices Act. This document must be returned.

**Returning Application Packet.** You are welcome to include additional materials for consideration of employment, with a resume being encouraged; however, the following documents are required:

- Application form.
- Veterans preference points form.
- Tennessee warning form.

Completed applications should be submitted by one of the following methods:

**Mail**

City of Otsego  
Attn: Adam Flaherty  
13400 90<sup>th</sup> Street NE  
Otsego, MN 55330

**Email**

[aflaherty@ci.otsego.mn.us](mailto:aflaherty@ci.otsego.mn.us)

**Deadline**

Applications will be reviewed as they are submitted, with the position open until filled.

**Contact**

If you have any questions regarding the position or the application packet, please contact:

Adam Flaherty, City Administrator/Finance Director  
[aflaherty@ci.otsego.mn.us](mailto:aflaherty@ci.otsego.mn.us)  
(763) 441-4414



## Position Description

Position: City Clerk  
FLSA Status: Exempt  
Pay Grade: 11  
Approved: April 27, 2020

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### **DESCRIPTION OF WORK**

General Statement of Duties: Performs highly skilled administrative and staff support work for the City Council and City Administrator; records Council and Commission meeting minutes, maintains official City Records, administers elections, processes licenses and nuisance codes, manages City communication methods, and performs related duties as required.

Immediate Supervisor: City Administrator

Supervises: Deputy Clerk

### **MAJOR JOB FUNCTIONS**

1. City Meetings:
  - a. Attend City Council, Advisory Commission, and other City meetings as requested
    - i. Record meetings as required
    - ii. Prepare meeting minutes
  - b. Prepare draft agenda and assemble agenda material after review by the City Administrator
  - c. Preparation and management of resolutions
  - d. Notice meetings as required
  - e. Publish ordinances and public hearings as required

2. Prepare agendas, meeting packets and record minutes for Administrative and Public Works Subcommittee meetings and Advisory Commissions:
  - a. Coordinate collection of materials, assemble packets and distribute meeting agenda and packets to respective Commission members
  - b. Coordinate a process for applications, interviews, appointments and orientation of Commission members upon completion of terms or vacancies
  - c. Coordinate the annual Commissioner appreciation dinner
  - d. Coordinate with the Finance Department and Human Resources for submission of annual payroll for Commissioners
  
3. Maintain Official City Records:
  - a. Develop and maintain a complete City Directory including elected and appointed officials and City staff
  - b. Maintain minute, ordinance, resolution, and City code books
  - c. Develop, maintain, and oversee a citywide records retention and management system including policies, procedures, and retention schedule in accordance with state laws and guidelines
  - d. Establish and maintain a filing system for City administrative records including active and inactive files
  - e. Serve as custodian of official records including all meeting minutes, ordinances, codes, resolutions, agreements, contracts, deeds, and plats
  - f. Maintain electronic copy of official records and oversee administration of electronic file system
  - g. Serves as City's data practices representative for compliance with the Minnesota Data Practices Act and responds to respective requests
  - h. Advise staff and officials on release of documents and records under the data practices act
  - i. Obtain signatures, prepare and execute recordings on official documents and transmit as appropriate
  - j. Maintains and secures the official seal of the City
  
4. Elections:
  - a. Serves as the City's Election Official and administers all City elections
  - b. Ensures all elections are conducted in accordance with state, federal and county regulations
  - c. Conducts or directly oversees all activities related to elections including but not limited to notices, candidate filing, financial reporting forms, absentee voting, materials, equipment testing and results certification
  - d. Coordination of identifying and scheduling polling locations
  - e. Hire and train all election judges
  
5. Licenses:
  - a. Conducts and oversees City license review and issuance processes excluding rental housing
  - b. Ensures all local and State requirements are met

6. Administrative Support:
  - a. Provides confidential administrative support for the City Council and City Administrator
  - b. Draft correspondence and reports as needed
  - c. Research records and ordinances to answer questions of the public, staff, or City Council
  - d. Prepare written reports and make presentations to the City Council
  - e. Prepares hearing notices for public hearings, public improvements, and special assessment projects
    - i. Determines parties to notify
    - ii. Publishes, mails and posts notices
  - f. Notarizes and certifies documents
  - g. Assists the City Administrator and City Council in other areas as directed
  - h. Purchase office supplies; recommend and oversee office equipment lease/purchase and maintenance
  
7. Supervision:
  - a. Perform annual performance review for all department staff
  - b. Ensure staff is adequately trained and department is cross trained
  - c. Recommend discipline and pay increases
  - d. Ensure staff attends safety training and follows safety procedures
  - e. Assigns work and ensures that it is done accurately and timely
  - f. Interview and recommend staff
  
8. Budget and Financial:
  - a. Prepare draft budget and supporting documentation for the administration, election and other departments at the request of the City Administrator
  - b. Monitor respective budgets to ensure compliance with the adopted budget
  - c. Follow all purchasing policies and procedures
  
9. Communications:
  - a. City website
    - i. Draft content for inclusion on the website
    - ii. Recommend changes and enhancements to the website
    - iii. Control content posted to website
    - iv. Keep website up-to-date with notices, agendas, meeting schedules, project updates, and other pertinent City information
  - b. Newsletter
    - i. Responsible for all coordination of schedules, content, mailing lists and any other related items with the contracted printer
    - ii. Coordinate with City staff on newsletter content
    - iii. Draft content for inclusion in the newsletter
  - c. Social Media and Mobile Application
    - i. Develop messages, create content and monitor accounts
  - d. Assist with other communications as requested

10. Policies and Procedures:

- a. Review administrative support operations and recommend changes to improve efficiency and work flow
- b. Establish and oversee policies, procedures and practices for Administrative and Election Department functions
- c. Monitor operations to ensure compliance with applicable laws, regulations, rules and ordinances

11. General

- a. Participate actively in the City's management team
- b. Treat fellow employees with respect and integrity
- c. Promote a positive and motivating environment
- d. Provide exceptional customer service
- e. Confer with supervisor, peers, and employees to discuss and resolve issues
- f. Make decisions that are always in the best interest of the City
- g. Perform other duties and projects as assigned
- h. Follow all safety policies and procedures
- i. Follow all City policies and procedures

**KNOWLEDGE, SKILLS AND ABILITIES**

- Demonstrated knowledge of City operations, ordinances, policies and procedures
- Demonstrated knowledge of standard office practices, equipment, software, and procedures
- Extensive applied knowledge of and experience in election laws, rules, and requirements of running a local election
- Extensive knowledge of records retention and records management
- Ability to operate office equipment including a personal computer with specialized and standard office and specialized software, including website and electronic record management
- Ability to communicate clearly, professionally, effectively, and precisely both verbally and in writing
- Ability to research and analyze data, search records, determine alternatives, and make recommendations or implement changes as needed
- Ability to enter information with speed and accuracy and to maintain accurate and complete records and documentation
- Ability to resolve and diffuse conflicts
- Ability to work both independently and as part of a team
- Ability to plan, prioritize, organize and meet deadlines for the department's work
- Strong sense of honesty, integrity, and credibility

## **MINIMUM QUALIFICATIONS**

1. Five years of municipal experience in comparable government position with experience running elections
2. Five years of supervisory experience
3. High school graduation diploma or equivalent
4. Valid driver's license

## **PREFERRED QUALIFICATIONS**

1. Completion of the Minnesota Municipal Clerks Institute
2. Designation as a Certified Municipal Clerk by IIMC
3. Post-secondary certificate or degree in office administration, business, or position related degree

## **NOT PUBLIC DATA**

The incumbent may encounter not public data in the course of these duties. Any access to not public data should be strictly limited to accessing the data that are necessary to fulfill the employment responsibility. While data are being accessed, incumbent should take reasonable measures to ensure the not public data are not accessed by individuals without a work reason. Once the work reason to access the data is reasonable finished, incumbent must properly store the not public data.

If a new work assignment requires access to not public data, the incumbent is permitted to access not public data for the work assignment purposes only. Any access to not public data must be strictly limited to the data necessary to complete the work assignment and after the assignment is completed, the employee's work assignment no longer requires access.

## **PHYSICAL REQUIREMENTS**

The physical requirements checked on the attached sheet are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Note: This job description does not constitute a contract or employment agreement.**



## CITY OF OTSEGO APPLICATION FOR EMPLOYMENT

13400 90<sup>th</sup> Street NE  
 Otsego, MN 55330  
 Tel: (763) 441-4414  
 Fax: (763) 441-9163

We welcome you as an applicant for employment with the City of Otsego. It is the City of Otsego's policy to provide equal opportunity in employment. The City will not discriminate on the basis of race, color, creed, age, religion, national origin, marital status, disability, sex, sexual orientation, family status, status with regard to public assistance, local human rights commission activity or any other basis protected by law.

Please furnish complete information, so we may accurately and completely assess your qualifications. You may attach any other information which provides additional detail about your qualifications for employment in the position you seek.

If you require special accommodations for completing the application or testing process (if testing is necessary), please notify the Human Resource department of the City of Otsego, in writing, at the time of completing this application form.

<b>Personal Information</b>			
<b>Last Name</b>	<b>First Name</b>	<b>Middle Name</b>	Today's Date
Street Address	City	State	Zip Code
Phone Number: (____)_____-_____	Are you legally eligible to work in the U. S.? ____Yes ____No		
Alternate Number: (____)_____-_____	<i>(if hired, you will be required to provide documentation that you are eligible to work in the U.S.)</i>		
Email: _____			
Are you at least 18 years old? ____Yes ____No			
<b>Title of Position Applying For</b>			Date Available to Work
Have you been previously interviewed or employed by the City of Otsego? ____Yes ____No			
If Yes, list date(s) and job title(s):			
Do you have any relatives currently working for the City of Otsego? ____Yes ____No			
If Yes, list names and relationship to you:			
Are you employed now?		If so, may we contact your present employer?	

<b>Education</b>			
<b>Name and Location</b>	<b># Years Completed</b>	<b>Major Area of Study</b>	<b>Degree/Diploma</b>
High School			
College			
Technical or Certificate Programs			

<b>Employment History - Please provide the following information for your previous three employers starting with the most current. Please note "see resume" is not an acceptable response for any entries on this application. <u>Resumes will only be considered in addition to, but not in lieu of, this application.</u></b>		
Employer:	Dates Employed:	Job Title:
Supervisors Name:	From _____ To _____	
Address:		
Telephone:	Job Duties:	
Weekly Pay Start: Finish:		
Reason for Leaving:		

Employer:	Dates Employed:	Job Title:
Supervisors Name:	From _____ To _____	
Address:		
Telephone:	Job Duties:	
Weekly Pay Start: Finish:		
Reason for Leaving:		

Employer:	Dates Employed:	Job Title:
Supervisors Name:	From_____ To_____	
Address:		
Telephone:	Job Duties:	
Weekly Pay    Start:                      Finish:		
Reason for Leaving:		

Describe your qualifications for the type of employment you are seeking: (Please include skills, special training, etc.)

Please list any education and professional awards, honors, scholarships, or offices held.

Please list professional association memberships related to this position and list your involvement with the association.

**References:** Please list names of supervisors, managers, or others who can comment directly on your work experience, education, or work abilities:

Name	Address	Phone #	Title/Relationship/Occupation	Years Known

**COMPLETE IF POSITION REQUIRES A VALID DRIVER'S LICENSE**

Do you possess a valid driver's license?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, what state is your license valid? \_\_\_\_\_

Please check which license you hold:

Class A \_\_\_\_\_ Class B \_\_\_\_\_ Class C \_\_\_\_\_ Class D \_\_\_\_\_



## VETERAN'S PREFERENCE POINTS APPLICATION

Do you wish to apply for Veteran's Preference points:                     Yes                     No

If you are apply for veteran's preference points, this form must be returned with your employment application form. This form is used to determine your status as a veteran under the Veteran's Preference Statute, Minnesota Statutes, 43A.11. Preference points are awarded to qualified veterans and spouses of deceased or disabled veterans to add to their exam results. You are not required to supply this information; however, points cannot be awarded without it.

To be eligible for veteran's preference points you must:

- Be separated under honorable conditions from any branch of the armed forces for the United States after having served on active duty for 181 consecutive days or by reason of disability incurred while on active duty;
- Or, be the surviving spouse of a deceased veteran or the spouse of a disabled veteran who, because of a disability is not able to qualify;
- Be a citizen of the United States or a resident alien;
- NOT be receiving or eligible to receive a monthly veteran's pension based exclusively on length of military service.

To claim veteran's preference points, you must supply a PHOTOCOPY of:

- Form DD214;
- Form FL-802 or an equivalent letter from a service retirement board if you are a disabled veteran;
- Marriage certificate and the veteran's DD214 and FL-802, or the veteran's death certificate if you are the spouse.

Preference Requested:                     Veteran (10 points)

Disabled Veteran (15 points)

Spouse of Disabled Veteran (15 points)

Spouse of Deceased Veteran (10 points)

**AFFIDAVIT:** I hereby claim Veterans' Preference for this examination and swear/affirm that the information given is true, complete and correct to the best of my knowledge. I hereby acknowledge that I am responsible to obtain the required Veterans' preference verification documents and submit them by the required application deadline date.

Signature \_\_\_\_\_

Date \_\_\_\_\_

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The City of Otsego is an Equal Opportunity Employer. It is the policy of the City of Otsego not to discriminate in employment matters on the basis of race, creed, color, age, marital status, national origin, sex, or status with regard to public assistance or disability.

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I certify that the facts set forth in this application for employment are true and complete to the best of my knowledge. I understand that if employed, false statements on this application shall be considered sufficient cause of dismissal. You are hereby authorized to make investigation of my personal references.

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Signature of Applicant

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Date



**TENNESSEN WARNING**

CITY OF OTSEGO  
13400 90<sup>th</sup> Street NE  
OTSEGO, MN 55330

In accordance with the Minnesota Government Data Practices Act, the City of Otsego is required to inform you of your rights as they pertain to the private information collected from you. Private data is that information which is available to you, but not to the public. The personal information we collect about you is private.

The information collected from you or from other agencies or individuals authorized by you is used to determine your qualifications for the City of Otsego.

You are not legally required to provide this information; however, providing it may be necessary to determine if you qualify for employment. Disclosure of your social security number is voluntary, unless you are employed by the City of Otsego. If employed by the City, you must disclose it in order to be in compliance with state and federal tax withholding laws. If you do not supply the required information, the City of Otsego may not be able to consider you for employment. The use of the provided data we collect is limited to individuals whose jobs reasonably require access to this information. Persons or agencies with whom this information may be shared include:

1. City Administration Staff
2. City Council
3. Managers and Supervisors of Departments Where Job Openings Occur

Unless otherwise authorized by state statutes or federal law, other government agencies utilizing the reported private data must also treat the information as private.

You may wish to exercise your rights as contained in the Minnesota Government Data Practices Act. These rights include:

1. The right to see and obtain copies of the data maintained on you.
2. The right to be told the contents and meaning of the data.
3. The right to contest the accuracy and completeness of the data.

To exercise these rights, contact the Clerk of the City of Otsego.

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I have read and understand the above information regarding my rights under the Minnesota Government Data Practices Act.

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Signature

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Date

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Print Name

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Address