

CORE COMPETENCIES FOR CITY CLERKS

VALUES



Integrity

Always acting with honesty and fairness. Actively demonstrates the ethics and values of your city.



Service

Commitment to serving your city and its residents through exceptional customer service and clear communication.



Teamwork & Partnership

Foster a sense of shared interest and accountability as you collaborate and coordinate between city council, city departments, contracted professionals, and local government organizations.

KNOWLEDGE



Wisdom

Be a trusted leader and understand the history of the city's decisions and governing board decisions.



Organization

Must maintain a solid records retention and filing system and adhere to important dates, deadlines, and events that have an impact on business including city budgets, liquor licensing, and elections.



Innovation

Seek opportunities for professional development, learning new skills, and staying up to date on sector trends and technology to introduce new ideas and innovative actions within the city.

SKILLS



Human Resources

Consistently implementing employee policies and following best practices in the workplace



Financial Literacy

Financial coordination and oversight of all financial matters of your city utilizing collaborating amongst city departments and city council.



Elections Administration

Administers federal, state, and local elections. Those who serve as the local election administrator must be trained and certified.



Meeting Facilitation

Running official city meetings and maintaining records.