

**CITY OF EAST PROVIDENCE**  
**EMPLOYMENT OPPORTUNITY**



**CITY CLERK**

**Salary: \$65,000 to \$70,000 annually as set by the City Council**

**This is a non-union Unclassified Position pursuant to Section 11-1 of the City's personnel code.**

**Application Deadline: March 23, 2023**

**JOB SUMMARY:** (Rev. Ords. 1987, § 2-211) (Charter reference - Selection of clerk, § 2-16.) The city clerk is an appointed officer by the East Providence City Council as outlined in the East Providence City Charter, sections 2-12. The city clerk is responsible for attending all sessions of the East Providence City Council and shall ensure compliance with the state's Open Meetings Act including, but not limited to the posting of all meeting notices and official minutes of the City Council. The city clerk shall be responsible for the transmittal, booking, and paging of all city ordinances and resolutions in both paper and electronic formatting, oversee the required advertisement and licensing requirements of city issued licenses, oversee land evidence recordings and submissions, and generally supervise and manage the Office of the City Clerk staff. The city clerk shall also serve and act as probate clerk. The city clerk will work closely with other departments to ensure the efficient operations of government services. The city clerk shall have the responsibilities and discharge the same duties as are or may be required or provided for by the laws of the State of Rhode Island, the City Charter, and other duties as assigned by the City Council. The city clerk shall report directly to the City Council members through the City Council president.

**MISSION:** The mission of the Office of the City Clerk is the timely, efficient, accurate and courteous processing, according to federal, state and local laws, of public information and records including vital records, business licenses/permits, and dog licenses. This office also houses the East Providence Probate and Municipal Courts.

**OFFICE FUNCTIONS:** The Office of the City Clerk is responsible for providing a number of services to the public, including city council records, land evidence records, registry of vital statistics, licenses/permits, and the East Providence Probate and Municipal Courts.

**JOB DUTIES:** Responsible for the keeping and maintaining, for public inspection, all records of the City including, but not limited to:

- Preparing City Council agenda with the council president and minutes for city council meetings and document all transactions of the City Council in a timely manner as may be set by law or City Council directive.
- Filing all City Council regular and executive session meeting minutes with the Rhode Island Secretary of State or any other agency in a timely manner as required by ordinance or law.
- Updating and timely codification of all city ordinances and resolutions.
- Maintaining all land evidence records of every kind whatsoever, including:
  - all records of personal property mortgages, attachments, assignments, lis pendens notices, conditional sales, and liens of every kind whatsoever that are now or shall hereafter be required or permitted to be recorded in a public place in charge of or under the control, custody, or supervision of any officer of the City; all records of the probate and municipal courts;
  - all records of births, marriages and deaths;
  - all records of removals;
  - all records of trade names;
  - such other records/documents as shall, by ordinance or laws of the state, be required to be kept by the city clerk;
- He or she shall issue all marriage licenses, burial permits, and such other licenses or permits as by ordinance or laws of the state shall be required to be issued by the city clerk;
- He or she shall supervise and work closely with the deputy clerk and other employees of the clerk's office to ensure the smooth operation of related municipal services;
- He or she shall work collaboratively with the City administration and all department directors to provide records and documents necessary for the efficient operation of city government;
- He or she shall perform such other duties as may be required by City ordinance or laws of the State of Rhode Island.

#### **JOB REQUIREMENTS:**

- Knowledge of government administration and office policies, practices and procedures preferred. Prior experience in local or state government preferred
- High degree of interpersonal and written communication skills
- Knowledge and experience with the Open Meetings Act and Access to Public Records Act
- Proficiency in Microsoft Office Suite (Word, PowerPoint and Excel)
- Proficiency with teleconference platforms like Zoom and similar means of virtual access to public meetings
- Ability to work effectively and communicate on a day-to-day basis with the public, support personnel and city staff
- Previous experience in a managerial or supervisory role

**BENEFITS:** Benefits include paid vacation and holidays, health and dental insurance, sick, personal time, and participation in the Municipal Employees' Retirement System. All such benefits will be negotiated at the time of a formal offer by the City Council.

**EXAMINATION WEIGHT: Oral 100 %**

**Please apply online at:**

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=7194c980-8645-4d6c-a63d-4aa97ffa0bad&ccId=19000101\\_000001&type=JS&lang=en\\_US](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=7194c980-8645-4d6c-a63d-4aa97ffa0bad&ccId=19000101_000001&type=JS&lang=en_US)



At the City of East Providence we celebrate the diversity of our citizenry, and are proud to encourage inclusiveness in our workforce. We do not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.

**ADA/AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

POSTED 3/9/2023