



Mayor Edna B. DeVries
Deputy Mayor Sabrena Combs
Council Member Julie Berberich
Council Member Richard W. Best
Council Member Steve Carrington
Council Member Brian Daniels
Council Member Jill Valerius

City Attorney Michael Gatti
City Clerk Norma I. Alley, MMC
City Manager John Moosey

City of Palmer, Alaska
Special City Council Meeting
June 22, 2021, at 6:00 PM
City Council Chambers
231 W. Evergreen Avenue, Palmer
www.palmerak.org

AGENDA

A. CALL TO ORDER

B. ROLL CALL

C. PLEDGE OF ALLEGIANCE

D. APPROVAL OF AGENDA

E. AUDIENCE PARTICIPATION

F. NEW BUSINESS

1. Committee of the Whole for Discussion Regarding City Clerk Recruitment (note: action may be taken following the committee of the whole)

G. EXECUTIVE SESSION

1. Subjects That Tend to Prejudice the Reputation and Character of Any Person – City Clerk Recruitment
(Note: All city clerk candidates may be discussed during the executive session. Personnel action regarding the City Clerk Candidates may be taken following the executive session)

H. RECORD OF ITEMS PLACED ON THE TABLE

I. ADJOURNMENT

AML 2020 City Clerk Salary Survey

Data

Locality	Minimum	Maximum	Population
Anchorage	N/A	\$ 117,895.00	298,908
Kenai Borough	N/A	\$ 107,390.40	58,024
Fairbanks	\$ 80,974.40	\$ 98,966.40	32,506
Juneau	\$ 80,849.60	\$ 128,814.40	32,113
Ketchikan Borough	N/A	\$ 109,772.00	13,843
Kodiak Island Borough	\$ 90,001.60	\$ 92,248.00	13,819
Wasilla	\$ 100,297.60	\$ 133,411.20	8,801
Sitka	\$ 86,132.80	\$ 121,680.00	8,652
Ketchikan City	\$ 62,248.80	\$ 74,249.28	8,157
Kenai City	N/A	\$ 85,009.60	7,790
Palmer	\$ 80,000.00	\$ 91,769.60	6,268
Bethel	N/A	\$ 99,972.43	6,135
Kodiak City	N/A	\$ 129,792.00	5,942
Valdez	\$ 88,275.22	\$ 119,995.20	4,353
Soldotna	N/A	\$ 102,600.00	4,333
Nome	N/A	\$ 92,996.80	3,667
Aleutians East Borough	N/A	\$ 106,246.40	2,959
Haines Borough	N/A	\$ 79,040.00	2,480
Wrangell	\$ 69,846.40	\$ 88,171.20	2,426
Dillingham	N/A	\$ 71,676.80	2,400
Cordova	N/A	\$ 88,296.00	2,360
North Pole	\$ 54,704.00	\$ 95,929.60	2,101
Houston	\$ 37,440.00	\$ 46,758.40	2,100
Denali Borough	N/A	\$ 49,357.00	1,825
Delta Junction	\$ 59,384.00	\$ 76,752.00	1,177
Bristol Bay Borough	\$ 64,000.00	\$ 97,000.00	879
Quinhagak	\$ 38,334.40	\$ 51,521.60	735
Wainwright	\$ 45,760.00	\$ 57,200.00	561
Gustavus	\$ 43,680.00	\$ 52,000.00	554
Kachemak	N/A	\$ 49,920.00	511

Locality	Minimum	Maximum	Population
New Stuyahok	N/A	\$ 24,960.00	496
Brevig Mission	\$ 35,360.00	\$ 36,400.00	462
Saint Paul	\$ 69,992.00	\$ 158,870.40	391
Shaktoolik	N/A	\$ 59,280.00	275
Anderson	\$ 33,280.00	\$ 52,000.00	269
Aleknagik	\$ 32,240.00	\$ 45,760.00	202
Holy Cross	\$ 3,120.00	\$ 37,440.00	168
Tenakee Springs	\$ 41,600.00	\$ 49,920.00	144
Kasaan	N/A	\$ 41,080.00	81
Pelican	\$ 31,200.00	\$ 37,440.00	68
Port Alexander	\$ 26,000.00	\$ 31,200.00	58

Max salary average among all AML respondents = \$ 80,262.97

Max salary average - population less than 10k but greater than 4k = \$106,497.70

Max salary average - population less than 8k but greater than 5900k = \$101,635.91

** Current clerk salary reported as "Maximum" in some localities since position is neogiatable and D.O.E.

City Clerk 2021 Recruitment - Proposed Hiring Process

Posting Date: 9 June
Posting Review: 22 June (Special)
Closing Date: 24 June
Application Packets to Council: 13 Jul
Interviewees selected: 20 Jul (Special)
Interviews: 27 Jul (Special)

Job will be posted:

- City of Palmer's Career Pages (governmentjobs.com)
- Alaska Municipal League
- Alaska Jobs
- IICM
- Indeed

Application process:

- Candidates apply via the City of Palmer's application system (Neogov).
- Human Resources validates applications and prepares copies for Council.
- Council reviews applications and selects candidates for interview based on minimum and preferred qualifications listed in the job description.
- Human Resources schedules interviews (in-person and/or virtual).
- Council interviews and makes selection.

- If no qualified/compatible candidate: re-open or consider Executive Search.

City of Palmer
Human Resources
231 W. Evergreen Avenue • Palmer, AK 99645
Phone: (907) 745-3271 Fax: (907) 761-1332
www.palmerak.org

Job Announcement
City Clerk

The City of Palmer, Alaska, seeks a City Clerk who is a highly organized, personable leader possessing solid, proven clerk skills and experience, with a passion for serving the city council and citizens of Palmer. The City of Palmer is located in the Matanuska-Susitna Borough, 40 miles northeast of Anchorage with a population of over 6,100. The City of Palmer has trademarked and incorporated into its city seal, "Alaska at its Best!" embodying the Community's spirit.

The City of Palmer is a unique, home rule municipality with a council-manager form of government. The city clerk is a salaried position appointed by the city council, reporting directly to the city council. The employee occupying this position is responsible for planning, organizing, performing, and supervising the activities of the city clerk's office, which generally involves records management, elections, support services to the city council, and other duties required by statute. The position involves frequent contact with the public, elected officials, department directors, city manager and city employees.

Minimum requirement: Bachelor's Degree in business administration or public administration, or equivalent combination of experience and training displaying at least ten years of high level administrative or management experience in municipal government.

Certified Master Municipal Clerk (MMC) designation from the International Institute of Municipal Clerks (IIMC) is required.

Ability to acquire Notary Commission within sixty days of employment.

Must have or obtain a valid Alaska driver's license within sixty days of employment.

Starting annual salary: \$80,000 / D.O.E. plus a comprehensive benefits package. Starting salary is commensurate with qualifications and experience.

Interested candidates must complete application via the City of Palmer's application system, Neogov. Job postings may be found at <https://www.governmentjobs.com/careers/palmerak>

City of Palmer
231 W. Evergreen Avenue
Palmer, AK 99645
907-745-3271 • 907-745-0930 (Fax)

Job Description

JOB TITLE: City Clerk

Revised: 02/16

DEPARTMENT: Administration

REPORTS TO: City Council

Summary: This is a salaried position appointed by the city council; reporting directly to the city council. The employee occupying this position is responsible for planning, organizing, performing, and supervising the activities of the city clerk's office, which generally involves records management, elections, support services to the city council, and other duties required by statute. The position involves frequent contact with the public, elected officials, department directors, city manager and city employees.

DUTIES AND RESPONSIBILITIES

1. Responsible for the overall direction of the clerk's office employees, including but not limited to hiring, training, discipline, and employee evaluation. Develops and assigns workload priorities; monitor evaluate the quality and quantity of work, and timely completion of tasks.
2. Maintains formal records of council meetings, including but not limited to, agendas and minutes. Attends council meetings. Advises the council on parliamentary procedure. Records and prepares meeting minutes.
3. Serves as custodian of all ordinances, resolutions, rules, or regulations that appear before the council; prepares and reviews ordinances, resolutions and regulations for accuracy and content prior to adoption. Provides for codification of city ordinances.
4. Administers City elections. Supervises and trains staff in early, absentee by-mail, special needs and poll voting procedure; candidate filing and qualification; petition handling; advertisements and notification; recruitment of election officials; ballot preparation, printing, security and counting process; training of staff and election officials; record keeping systems, audit and control and election returns.
5. Works closely with State of Alaska Elections Supervisor concerning election issues, reapportionment, and placement of polling places.
6. Serves as a voter registrar for the State of Alaska.

7. Prepares all pre-clearance submissions to the Department of Justice in Washington D.C. on all election procedures and special elections and assures compliance.
8. Serves as records manager for the city; administers the records management program providing custody of stored records; establishes standards, guidelines, and procedures for maintaining, filing, storing, and retrieving city records. Responds to public records requests.
9. Prepares the council and clerk's annual budgets for submittal to the city manager.
10. Defends and oversees all expenses related to the council/clerk's annual budget.
11. Examines and certifies petitions; attests to deeds, contracts, and other legal documents; prepares general policies and procedures as established by the council.
12. Provides necessary transcriptions and certifications for bond issues.
13. Issues public notices of hearings and meetings and legal notification to the public for the council.
14. Administers oaths of office to elected and appointed city officials, acts as Notary Public. Maintains custody of the City Seal.
15. Maintains current listing of the city's elected officials and appointed boards and commission members.
16. Provides support and assistance to the council.
17. Responsible for maintenance of the City's website.
18. Performs other duties as required by Alaska Statute, Palmer Municipal Code, or the council.

SCOPE AND ACCOUNTABILITY/SUPERVISORY RESPONSIBILITY

Directly supervises employees in the Office of the City Clerk. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

KNOWLEDGE, SKILLS, AND ABILITIES

- Prepares all pre-clearance submissions to the Department of Justice in Washington D.C. on all election procedures and special elections and assures compliance.
- Serves as records manager for the city; administers the records management program providing custody of stored records; establishes standards, guidelines, and procedures for maintaining, filing, storing, and retrieving city records. Responds to public records requests.
- Prepares the council and clerk's annual budgets for submittal to the city.

manager.

- Defends and oversees all expenses related to the council/clerk's annual budget.
- Examines and certifies petitions; attests to deeds, contracts, and other legal documents; prepares general policies and procedures as established by the council.
- Provides necessary transcriptions and certifications for bond issues.
- Issues public notices of hearings and meetings and legal notification to the public for the council.
- Administers oaths of office to elected and appointed city officials, acts as Notary Public. Maintains custody of the City Seal.
- Maintains current listing of the city's elected officials and appointed boards and commission members.
- Provides support and assistance to the council.
- Responsible for maintenance of the City's website.
- Performs other duties as required by Alaska Statute, Palmer Municipal Code, or the council. Working knowledge of City, borough, state, and federal laws; Alaska Administrative Code and Alaska Public Offices Commission laws. Ability to learn, interpret, and apply laws, along with regulations and codes.
- Demonstrated ability to function well under stressful situations with pressures of short deadlines.
- Ability to deal effectively and courteously with complaints.
- Ability to prepare comprehensive reports and present ideas clearly and concisely both in verbal and written communication.
- Ability to compile data and create and deliver presentations.
- Must comply with records management practices outlined in Palmer Municipal Code 2.44, and comply with records management forms, policy, and procedures.
- Homeland Security orientation tests will be required as a term of employment; ICS-100 taken on-line within 15 days of date of hire; ICS-200, ICS-700, and ICS-800 tests to be taken on-line with 45 days of date of hire. Complete ICS-300 and ICS-400 training as it becomes available.

EDUCATION AND TRAINING

Minimum requirement: Bachelor's Degree in business administration or public administration, or equivalent combination of experience and training displaying at least five years of high level administrative or management experience, preferably in municipal government.

Certified Municipal Clerk (CMC) designation from the International Institute of Municipal Clerks (IIMC) is preferred.

Ability to acquire Notary Commission within sixty days of employment.

Must have or obtain a valid Alaska driver's license within sixty days of employment.

INITIATIVE AND JUDGMENT

- Ability to work independently with a minimum amount of supervision.
- Ability to establish and maintain effective working relationships with the general public, other governmental jurisdictions, fellow employees, and the city council.
- Ability to learn state law and Palmer Municipal Code and to interpret and apply the laws, regulations, codes, and ordinances to specific situations.
- Ability to express ideas and convey information effectively, both orally and in writing.
- Ability to effectively present information to city council, public groups, or city staff.

WORK ENVIRONMENT

Work is performed primarily in office or meeting settings. Some travel within the State is required to attend meetings. Moderate noise level due to office equipment. Attendance at evening meetings two to four times per month required. Must be able to climb stairs, effectively lift and move up to forty pounds of materials, and effectively utilize keyboards, file drawers and other office equipment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.