

Technical Skills

Thorough knowledge of:
The principles and practices of public administration.
The rules, regulations, and ordinances governing the city government and the Office of the City Clerk.
The principles and techniques employed in effective office administration and management, including budget preparation and personnel supervision.

Ability to:
Organize, coordinate and delegate the work to subordinates engaged in routine and complex clerical and administrative work.
Make significant decisions and to exercise resourcefulness in meeting new problems.
Establish and maintain effective working relationships with City Council, administrative officials, subordinates and the general public.

Education and Experience

Accredited Bachelor's degree with major course work in public or business administration, political science or law and five (5) years of municipal administrative experience, including two (2) years in a responsible staff supervisory position.

OR

An equivalent combination of qualifying education and experience.

**Certificates/
Licenses/Special
Requirements**

Must pass a background check as prescribed by the City.

**Supervisory
Responsibility**

Supervision is exercised over subordinate clerical and administrative personnel.

**Supervision
Received**

Work is performed under the general supervision of the City Clerk.

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.

Created

4/73

Revised

8/03, 9/06, 01/2024