



## **CITY OF CRANSTON DEPARTMENT OF PERSONNEL ANNOUNCES AN OPENING FOR CITY CLERK**

**Starting Salary: \$91,183.00**

Applications must be received by Friday, December 2, 2022, in the office of the Director of Personnel Room 107, Cranston City Hall, 869 Park Avenue Cranston RI 02910. Applications can be downloaded from [www.cranstonri.gov](http://www.cranstonri.gov). Completed applications may be submitted to the Personnel Department by:

1. Fax: (401) 780-3362
2. Email: [awhite@cranstonri.gov](mailto:awhite@cranstonri.gov)
3. US Mail: Personnel Director, 869 Park Avenue, Cranston, RI 02910

---

***\*Indeed candidates must also submit the City of Cranston application to be considered for the position. You must provide an active email address that you regularly monitor for messages.***

### **Summary:**

There shall be a department of records which shall consist of the City Clerk who shall be the clerk of the probate court, register of deeds, and oversees and is responsible for all business licenses required by the City and vital records. The City Clerk is appointed by the City Council and serves a four (4) year term beginning January 2, 2023.

## **Duties and Responsibilities:**

The City Clerk is responsible for all City Council and Committee meetings involving, the oversight, coordination, and scheduling of meetings, ensuring compliance with all Open Meeting requirements, and attendance at those meetings. The dissemination of all necessary documents for their consideration and action.

Reviews, interprets, and implements relevant statutes, ordinances, regulations, and proscribed procedures which relate to the duties of a City Clerk and departmental function.

Handles record requests under the Public Records Act with the City Solicitor.

Serves as support for the City Council in researching and drafting legislation as requested, and works closely with the City Solicitor, and follows up on Council and other administrative items in support of the orderly administration of the City.

Additional Duties:

Serves as the City's Open Meetings Administrator

Oversees the City's database of Boards and Commissions

Administrative responsibilities include:

Overseeing the Department of Records and staff supervision, which consists of five full time and two part-time employees. Training staff in departmental procedures; performs the duties of other office personnel in their absence, as may be necessary. Prepares and manages the department budget, processes purchase and invoices, and controls expenditures.

Researches, plans, develops, and implements long and short-range goals for the Office; formulates, reviews, and implements policies to ensure that the needs of the community and office are met.

Extensive contact with the public and other city departments as well as State agencies in resolving issues and answering questions.

## **Minimum Qualifications:**

Candidates must possess a bachelor's degree in Business, Public Administration or related field and should have a minimum of five (5) years' experience, including 2-3 years' supervisory responsibilities. Candidates with a law degree and/or experience working in municipal government preferred. Bar membership is not required.

Competence with computer applications including word processing, excel, and data management are also required.

***The City of Cranston encourages diversity in its workforce.  
We are an Equal Employment Opportunity Employer.***