JOB TITLE: City Clerk
FLSA STATUS: Exempt
REPORTS TO: Mayor and Board of Alderpersons
Updated: November 2, 2026

JOB SUMMARY:
The City Clerk is the official custodian of the City Seal and all permanent records of the City of Frontenac. This position administers municipal elections, records and maintains legislative actions of the Board of Alderpersons, and ensures compliance with Missouri statutes and the Sunshine Law. The Clerk also manages licensing, publications, records access, and provides support to elected officials, staff, and residents.

DUTIES AND RESPONSIBILITIES:

- Prepares agendas, packets, and meeting notices for the Mayor and Board of Alderpersons; attends meetings, records and prepares minutes; ensures compliance with posting requirements.
- Records and prepares minutes for other bodies as directed, including the Planning & Zoning Commission and Ways & Means Committee.
- Administers Oaths of Office to all elected and appointed officials of the City.
- Processes all City licenses, including business, liquor, itinerant merchants, solicitors, and social gathering permits.
- Serves as the official keeper of all City records and personnel files.
- Administers and responds to Sunshine Law requests in accordance with RSMo Chapter 610.
- Oversees all aspects of municipal elections, including notices, candidate filings, declarations, and certification with the St. Louis County Board of Election Commissioners.
- Prepares, attests, and processes ordinances, resolutions, and coordinates required signatures on contracts for the Mayor, City Administrator, and City Attorney, and distributes to staff and outside agencies (e.g., MoDOT, St. Louis County, contractors).
- Responsible for the codification of applicable City ordinances.
- Manages all City publications, such as job postings, public hearing notices, and liquor license hearings.
- Administers workers' compensation claims and serves as a signer for City-issued checks.
- Publishes the weekly e-newsletter, printed Newsletter, and maintains the resident and business database.
- Maintains City directories, including Board of Alderpersons, committees, and staff.
- Assists with general customer service, escalation point of contact with solid waste provider, and notary services.
- Assists the Mayor, City Administrator, and staff in the general administration of City operations by supporting projects, coordinating communications, and helping ensure compliance with City policies and procedures.
- Oversees publications to the City website, including meeting agendas and minutes.
- Coordinates and manages the scheduling of City meetings, special events, Frontenac Fall Festival, and official functions.
- Performs other duties and functions as required or assigned within the scope of the position.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Public Administration, Business Administration, or related field, plus 3–5 years of relevant experience, or equivalent combination of education and experience.
- Notary Public certification required.
- Certification from the International Institute of Municipal Clerks (IIMC), minimum of Certified Municipal Clerk (CMC), or the ability to earn within two years of appointment.
- Certification from the Missouri City Clerks and Finance Officers Association (MCCFOA), minimum of Missouri Registered City Clerk (MRCC), or the ability to earn within a specified timeframe after appointment.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the Code of Ordinances of the City of Frontenac and Missouri statutes affecting fourth-class cities.
- Responsible for timely preparation, proofreading, and submission of accurate draft minutes for review.
- Knowledge of Sunshine Laws regarding open meetings and records.
- Ability to conduct meetings in accordance with Robert's Rules of Order.
- Requires the ability to manage competing priorities, track assignments, and complete work accurately and on time with minimal supervision.
- Strong proficiency with computers and applications, including word processing, databases, and spreadsheets.
- High accuracy, attention to detail, and ability to meet statutory deadlines.
- Ability to handle sensitive and confidential information with discretion and integrity.
- Strong interpersonal skills with the ability to work effectively with elected officials, staff, contractors, and the public.

PHYSICAL REQUIREMENTS:

- Primarily sedentary role requiring repetitive movements such as typing, grasping, and reaching.
- Occasional walking, standing, and lifting up to 25 pounds.
- Ability to communicate effectively and exchange information with employees, officials, and the public, with or without reasonable accommodation.

WORK ENVIRONMENT:

- Office setting with moderate noise and activity (e.g., conversations, printers, copiers, telephones).
- Regular, reliable attendance during established office hours is required, along with attendance at evening meetings of the Board of Alderpersons and other assigned City committees.