

**NOTICE OF POSTING**  
**POSTING DATE: 02/28/2022**  
**RESUME AND COVER LETTER REQUESTED BY: 3/30/2022**  
**POSITION WILL REMAIN OPEN UNTIL FILLED**

**Recruitment of external applicants is underway concurrent with this posting.**  
**Resumes and cover letters can be submitted via email to [cityclerkjob@cambridgema.gov](mailto:cityclerkjob@cambridgema.gov).**

**JOB TITLE &** City Clerk  
**DEPARTMENT:** Office of the City Clerk  
**JOB CODE/POSITION #:** #O008-701

**CIVIL SERVICE:** Non-civil service

**HOURS OF WORK:** 37.5 hours per week plus frequent evening and weekend meetings/events

**UNION AFFILIATION:** None

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The City Clerk is the official record keeper for the City of Cambridge. Appointed and held accountable by the City Council for a three-year term, the City Clerk performs those duties prescribed by the laws of the Commonwealth of Massachusetts and the ordinances of the City of Cambridge and other such duties as the Cambridge City Council prescribes. Records kept by the Clerk's Office include vital statistics (including births, marriages, domestic partnerships, and deaths), business and professional certificates, cemetery deeds for the Cambridge Cemetery, and the Cambridge Municipal Code and Cambridge Zoning Ordinance. The City Clerk is responsible for preparing and maintaining City Council documents, filings related to appeals before the Board of Zoning Appeal and Planning Board, and advertisements and postings of all notifications of meetings of Cambridge municipal bodies including all official City Boards and Commissions. The Clerk's Office maintains a list of rules and regulations for various departments, boards, and commissions in Cambridge. Specific duties include but are not limited to the following:

- Provides administrative and supervisory oversight of the City Clerk's office, including day to day operations and departmental budget.
- Statutorily responsible for collecting, recording, and depositing fees; developing, maintaining, and disseminating certain records and vital statistics, including marriage, death, and birth certificates, as well as business and professional certificates.
- Attends (or assigns attendance) and keeps records of all meetings of the City Council and of its committees/subcommittees and carries out the actions required by decisions at those meetings. Acts as a resource and provides guidance on parliamentary procedures.
- Responsible for the preparation and timely posting of the weekly City Council Agenda.
- Notifies and provides documentation to the public of all City Council meetings and City Council actions and provides notification of all meetings of municipal bodies and official city boards and commissions in accordance with the requirements of the Massachusetts Open Meeting Law and Public Records Law.
- Provides public information to the media and maintains the City Clerk's website and the Open Meeting Portal.
- Assists the City Council, its members, and committees in their development of public policy.
- Performs staff work and research that may be required for the City Council to efficiently carry out its policy-making responsibilities.
- Assists members of the City Council in providing information for other agencies or levels of government.
- As directed by the City Council and in consultation with the City Solicitor, files, and monitors legislation of importance to the City of Cambridge at other levels of government.
- Responsible for maintaining and updating the Cambridge Municipal Code and Zoning Ordinance.
- Responsible for binding, maintaining, and preserving the vital records and City Council records for the city.
- Responsible for the ongoing digitization and digital cataloging of historical paper records maintained by the Clerk's Office, to make them more accessible to the public.
- Responsible for proposing technology upgrades or implementations necessary in order to perform the duties listed.
- Responsible for carrying out the provisions of Chapter 40A as it relates to zoning procedures.
- Performs related duties as needed.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

## MINIMUM REQUIREMENTS:

- Minimum 5 years related experience (7 years preferred) with demonstrated leadership and personnel management. Previous experience working in municipal government and/or with a legislative body helpful.
- Excellent oral and written communication skills; extremely strong attention to detail, particularly in preparation of written correspondence, exceptional office management and organizational skills, superior interpersonal and customer service skills.
- Bachelor's degree in related field or equivalent combination of education, training or experience JD degree desirable.
- Familiarity with the Massachusetts Public Records Law and Open Meeting Law.
- Familiarity with Massachusetts Conflict of Interest and Ethics laws preferred.
- Strong working knowledge of Robert's Rules of Order.
- Notary Public and Justice of the Peace preferred.
- Knowledge of or ability to learn municipal laws, policies, codes, and regulations.
- Knowledge of or ability to learn the legal requirements related to keeping and preserving Council Minutes and all official City records.
- Demonstrable project management experience with strong interest in innovation, particularly around document management.
- Ability to exercise sound judgment and negotiate priorities with multiple supervisors and deadlines.
- Capacity to work effectively with supervisors and collaboratively with other City staff.
- Able to maintain confidentiality as needed.
- Proactive approach to problem solving with strong, objective decision-making skills.
- Strong organizational skills, able to prioritize competing responsibilities and multitask.
- Highly adaptable and sensitive to working with diverse (race, ethnicity, age, generation, gender, gender identity, sexual orientation, religious/spiritual beliefs, disability and more) populations.
- Ability to work collaboratively and seamlessly with staff in the role of team leader.
- Demonstrated knowledge of and experience working with MS Office Suite (primarily Outlook, Word, and Excel)
- Working knowledge of virtual/hybrid meeting platforms (Zoom, Teams, etc.).
- The City of Cambridge's workforce, like the community it serves, is diverse. Applicants must have the ability to work and interact effectively with individuals and groups with a variety of identities, cultures, languages, backgrounds, and ideologies. Knowledge of Cambridge is preferred.

## PHYSICAL DEMANDS/WORK ENVIRONMENT

- Ability to access, input and retrieve information from a computer.
- Ability to answer telephones and maintain multiple files.
- Ability to lift and carry up to five pounds of books and papers.
- Must read and analyze large quantities of information.
- Must have sufficient mobility to get back and forth from office to meetings in other offices or facilities, as well as attend outdoor events in public spaces.
- Work is conducted primarily in an office environment with fluorescent lighting, air conditioning, computers, and other standard office equipment, but also involves meetings in other offices or facilities

**RATE:** \$139,326-\$154,034 + Excellent benefits

Competitive benefits package including:

- Health Insurance
- Dental + Vision Benefits
- Retirement Plan
- City Employee Commuter Benefits (T-Pass, Bluebikes membership, EZRide Shuttle membership)

## APPLICATION PROCEDURE:

Resumes and cover letters should be submitted via email to: [cityclerkjob@cambridgema.gov](mailto:cityclerkjob@cambridgema.gov), or by mail to Cambridge City Council Office (attn. Naomie Stephen), Cambridge City Hall, 795 Massachusetts Avenue, Cambridge MA 02139. **Resume and cover letter requested by 03/30/22. Position will remain open until filled.**

**THE CITY OF CAMBRIDGE IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER. WOMEN, MINORITIES, VETERANS, MEMBERS OF THE LGBTQ+ COMMUNITY, AND PERSONS WITH DISABILITIES ARE ENCOURAGED TO APPLY. THE CITY IS COMMITTED TO ADVANCING A WORKFORCE CULTURE OF ANTIRACISM, DIVERSITY, EQUITY, AND INCLUSION. CITY OF CAMBRIDGE RESIDENTS ARE ESPECIALLY ENCOURAGED TO APPLY.**