

Job Description

Des Moines Pool Metropolitan Park District
PO Box 98711
Des Moines WA 98198

- Job Title:** District Clerk
- Reports to:** District General Manager
- Classification:** Part-time of approximately 25 hours per week
- Type of Work:** 90% remote, 10% in-person for filing
- Rate:** \$31.95-\$38.88/hour (plus additional 16% for benefits)
- Open Until:** This position will remain open until position is filled. First review of applications on December 21, 2022.

Background:

The Des Moines Pool Metropolitan Park District (The District) was formed in December 2009 as a new municipal corporation. Its purpose is to operate and maintain the Mount Rainier Swimming Pool in Des Moines, Washington. The District General Manager and District Clerk work together to manage and maintain all clerical, administrative and public records processes.

Essential Functions:

Clerical (20%):

- Post timely meeting notices and meeting agendas per WAC 42.30.060
- Record and edit the minutes of meetings and distribute to appropriate officials or staff members.
- Maintain and update documents including, but not limited to policy and procedures, resolution and proclamations so that they can be executed, recorded, archived, or distributed.
- Record and maintain all vital and fiscal records and accounts.
- Distribute meeting agendas and/or packets of related information.
- Plan and direct the maintenance, filing, safekeeping, and computerization of all municipal documents.
- Assist in performance of budgeting duties, such as assisting in budget preparation, expenditure review, or budget administration.
- Perform general office duties, such as taking or transcribing dictation, typing or proofreading correspondence, distributing or filing official forms, or scheduling appointments.
- Respond to requests for information from the public, other municipalities, state officials, or state and federal legislative offices.

- Assist Board of Commissioners to ensure they have tools to do their jobs as needed.

Administration (60%):

- Process bi-monthly payroll for Mt. Rainier Pool employees, District GM, and District Clerk. Process payments and benefit payments, monthly commissioner compensation payments and quarterly excise payments.
- Prepare weekly accounts payable voucher and transmit to King County Treasurer in a timely manner to assure vendors are paid on time
- Assist District General Manager in performing non-complex data collection & research at request by the Board of Commissioners.
- Serve as liaison between The District, Financial Analyst, Vendors, King County Elections Office and King County Finance/Accounts Payable to ensure that all parties are receiving information in the manner that best helps them perform their tasks to ensure all district financial obligations are met in a concise and timely manner.
- As directed by the District General Manager, document standard work processes & maintain organized files for The District.
- Assist District General Manager in providing official District information to the public and other agencies upon request.
- Ensure accurate and timely verification by the receiver of goods and/or services received and execution of the invoice audit verification and payment process
- Provide detail to Board of Commissioners on monthly expenses as direct by the District GM.
- Maintain, and enter invoices and receivables into the Vision MS database.
- Operate office equipment, such as fax machines, copiers, or phone systems and arrange for repairs when equipment malfunctions.
- Other Duties as Assigned.

Public Records (20%):

- Act as District's Public Records Officer to meet RCW 42.56.580
- Process, track and coordinate responses to public records requests to ensure timely and permissible responses and the dissemination of records consistent with city policies, the state's Public Records Act and other applicable regulations;
- Manage The District's public records and archives system.
- Develop and manage the process to respond to the public's request for documents per WA Access to Public Records requirements.
- Certifies official and legal documents of The District and attests to signatures as needed on minutes, payment voucher, resolutions and other documents.

Qualifications:

Knowledge of:

- Advanced skills in word processing, spreadsheets and database management and associated software;
- Legal requirements pertaining to the recording and preservation of all municipal actions;
- The Public Records Act and best practices pertaining to public disclosure laws, policies and procedures;
- State and other regulations relating to the management of public records, including retention requirements;
- Filing methods and systems, indexing and cross-indexing principles and techniques;
- Legal requirements pertaining to the issuance of municipal licenses and permits;
- Generally accepted office procedures and practices;
- Record keeping and filing systems and practices; and
- Local government functions and practices.

Ability to:

- Maintain effective record keeping systems, following established policies and procedures;
- Interpret and apply federal, state and local regulations affecting areas of responsibility;
- Prepare minutes of meetings using word processing equipment;
- Understand and follow oral and written instructions of a complex nature;
- Use resourcefulness and tact in public contacts in explaining difficult procedures and regulations;
- Prepare detailed financial and statistical reports;
- Operate standard office machines such as computers and copy machines;
- Comprehend organization structure and personnel as relating to District or departmental policies or functions;
- Deal with the public tactfully and courteously in person and on the telephone; and
- Establish and maintain harmonious working relationships with other employees and the public.

Education and Experience:

Three years of increasingly responsible bookkeeping or records management experience and college level course work in business, records management or related field required.

Other Considerations:

- Able to work occasional evenings and weekends (regular meetings are the third Tuesday of each month starting at 7:00pm and possibly ending as late as 9:00 PM). Remote access is available for these meetings.
- Remote work with occasional onsite filing and record keeping. May need to attend occasional public meetings in-person.
- Must possess a Washington state driver's license and a driving record free of moving violations for the past three years.
- Must be able to pass a WSP & FBI background check, and Financial Background Check.

To Apply:

To apply for the position, please complete a Cover Letter with Salary Expectations, Resume, Work History and three Professional References. Position open until filled. First review will be on December 21, 2022.