

11- R -0954

(Do Not Write Above This Line)

**A RESOLUTION BY
COMMITTEE ON COUNCIL**

A RESOLUTION TO EXPRESS THE INTENT OF THE CITY COUNCIL TO REVISE THE JOB DESCRIPTION OF THE MUNICIPAL CLERK AND ONCE REVISED, TO OPEN THE POSITION TO APPLICANTS, TO CONDUCT INTERVIEWS AND TO SELECT THE SUCCESSFUL CANDIDATE; AND FOR OTHER PURPOSES.

AUTOMATICALLY TERMINATED
AND
FILED BY CLERK
PER CHARTER SECTION 2-407
DEC 02 2013

- CONSENT REFER
- REGULAR REPORT REFER
- ADVERTISE & REFER
- 1st ADOPT 2nd READ & REFER
- PERSONAL PAPER REFER

Date Referred _____
 Referred To: _____
 Date Referred _____
 Referred To: _____
 Date Referred _____
 Referred To: _____

First Reading

Committee _____
 Date _____
 Chair _____
 Referred To _____

CDC
 Committee _____
 Date *6/20/11* _____
 Chair _____
 Action
 Fav, Adv, Hold (see rev. side)
 Other _____
 Members _____

 Refer To _____

Committee _____
 Date _____
 Chair _____
 Action
 Fav, Adv, Hold (see rev. side)
 Other _____
 Members _____

 Refer To _____

Committee _____
 Date _____
 Chair _____
 Action
 Fav, Adv, Hold (see rev. side)
 Other _____
 Members _____

 Refer To _____

Committee _____
 Date _____
 Chair _____
 Action
 Fav, Adv, Hold (see rev. side)
 Other _____
 Members _____

 Refer To _____

FINAL COUNCIL ACTION

- 2nd 1st & 2nd 3rd
- Readings
- Consent V Vote RC Vote

CERTIFIED
 DEC 02 2013
 ATLANTA CITY COUNCIL PRESIDENT
[Signature]

CERTIFIED
 DEC 02 2013
Ronda Daughlin Johnson
 MUNICIPAL CLERK

MAYOR'S ACTION

A RESOLUTION

BY COMMITTEE ON COUNCIL

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WHEREAS, pursuant to Section 2-307 (a) of the Charter of the City of Atlanta, the council shall appoint a municipal clerk (the "Clerk") who shall not be a member thereof; and

WHEREAS, the Clerk shall be appointed and removed at the pleasure of the council upon a majority vote of its membership; and

WHEREAS, the Clerk shall be the custodian of the official seal and of all records and documents of the city which are not assigned to the custody of some other officer. The clerk, or his or her designee, shall keep the rules of the council and the minutes of the proceedings of the council, maintain a current and comprehensive index of all ordinances and resolutions, publish notice of ordinances proposed for adoption under rules prescribed by council or required by this Charter or law, and perform such other duties as may be assigned by this Charter or by ordinance; and

WHEREAS, the council desires to revisit the scope of duties, responsibility and accountability of the position of Clerk; and

WHEREAS, to accomplish this purpose requires a revision of the job description for the position of Clerk; and

WHEREAS, once the job description is revised expanding and/or modifying the duties assigned to the Clerk, the council desires to open the position of Clerk for applicants including the incumbent.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF ATLANTA, GEORGIA, as follows:

Section 1: It is the intent of the city council, through the Evaluation Subcommittee of the Committee on Council, with the assistance of the city's Department of Human Resources, to revise and modify the duties and responsibilities of the position of municipal clerk (the "Clerk"); to establish the educational, experience and skills required; and to establish the salary range of the position.

Section 2: After the duties and responsibilities of the Clerk have been revised, it is the intent of the council to work with the city's Department of Human Resources and other entities, to determine the best method(s) to post and advertise the position opening. The process for posting and advertising the position opening shall be approved by the council by resolution.

Section 3: The position of Clerk shall be open to all interested candidates as well as the incumbent. The process for interviewing and evaluating the applicant-candidates shall be included and set forth in the resolution referenced in Section 2, above.

Section 4: As set forth in Section 2-307 (a) of the Charter of the City of Atlanta, the Clerk shall be appointed at the pleasure of the council upon a majority vote of its membership.

Section 5: All resolutions or parts of resolutions in conflict herewith are hereby rescinded.