

Chapter 2.28

CITY CLERK

Sections:

- 2.28.010 Office of City Clerk Established
- 2.28.020 Appointment
- 2.28.030 Powers and Duties
- 2.28.040 Deputy City Clerk

2.28.010 Office of City Clerk Established.

There is established the Office of City Clerk in and for the City of Snohomish.

2.28.020 Appointment. The City Manager shall have the power of appointment and removal of the City Clerk. A person may be eligible for such appointment concurrently with service in the position of City Treasurer pursuant to RCW 35.23.142.

2.28.030 Powers and Duties. The powers, duties and responsibilities of the City Clerk shall be subject to the direction, authority and supervision of the City Manager, and shall include without limitation the following:

- A. Keep a full and true record of every act and proceeding of the City Council;
- B. Record all ordinances passed by the City Council, annexing thereto the clerk's certificate giving the number and title of the ordinance, stating the ordinance was published and posted according to law and that the record is a true and correct copy thereof;
- C. Act as custodian of the seal of the City of Snohomish, and exercise the authority to acknowledge the execution of all instruments by the City requiring such acknowledgment;
- D. Perform all duties specified in RCW 35.23.120, as applicable;

- E. Perform such other duties as may be required by the City Manager and as shall be enumerated in a written job description to be adopted by resolution of the City Council.

2.28.040 Deputy City Clerk. The City Manager may appoint one or more Deputy City Clerks. In the absence of the City Clerk, the Deputy shall have all of the powers, duties and authorities of the City Clerk. (Ord. 1642, 1988; Ord. 1754, 1994; Ord 1873, 1998)