214 South Love Lovington, NM 88260 | 575.396.2884

CITY CLERK

Position Description

Department:	Administrative	**Reports to (title):**	City Manager
Position Type:	Probation per policy / Unclassified	**Supervises:**	Administrative Assistant
Job W/C:	8810	**Classification:**	Exempt
Hours/week:	40 hrs per week	**Effective Date:**	March 26, 2015
Status:	Full-time	**Revised Date:**	August 21, 2026

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of the City of Lovington are expected to conform to the following:

- Uphold all principles of confidentiality and respect of all colleagues to the fullest extent.
- Adhere to all professional and ethical behavior standards inherent to the Public Sector.
- Interact in an honest, trustworthy and dependable manner with all citizens and employees of the City of Lovington.
- Possess cultural awareness and sensitivity.
- Maintain a current, insurable driver's license.

POSITION PURPOSE

The City Clerk serves as the official record keeper for the City of Lovington and provides essential administrative support to the City Commission and City Manager. This position is responsible for maintaining official City records, managing public records requests in compliance with the New Mexico Inspection of Public Records Act (IPRA), and ensuring the accurate preparation and preservation of Commission minutes, ordinances, and resolutions. The City Clerk requires a high degree of integrity, discretion, and attention to detail, and serves as a primary point of contact for residents, elected officials, and external agencies seeking information and assistance.

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

- Attends and participates in meetings of the City Commission, various City boards and commissions, and the Personnel Board; acts as secretary for these meetings, including preparation of agendas, minutes, ordinances, and resolutions.
- Responsible for the collection, filing, maintenance, digital conversion, and disposition of all official City records, minutes, ordinances, and resolutions in accordance with applicable retention requirements.
- Responsible for processing and responding to Inspection of Public Records (IPRA) requests in compliance with the New Mexico Inspection of Public Records Act.
- Responsible for compliance with the New Mexico Open Meetings Act.
- Coordinates the selection of cemetery lots in cooperation with the caretaker; responsible for all record keeping of cemetery deeds and collection of associated fees.
- Responsible for the supervision and training of City Clerk's office staff.
- Works in conjunction with department heads, supervisors, and employees across all departments to support the smooth operation of the City.
- Serves as a member of the City Executive Team, reporting to the City Manager; assists the City Manager in areas as assigned.
- Assists with the preparation of the annual budget.
- May serve as a fiduciary for City employee retirement plan(s).
- Required to occasionally serve as Administrator on Call in the absence of the City Manager.
- Maintains current knowledge of applicable Federal, State, and local laws and regulations governing municipal operations and ensures compliance with all relevant rules and regulations.
- In the absence of a human resources person on staff, the City Clerk shall assume the administrative duties, which may include onboarding, data entry, insurance enrollments, consultant liaison, to name a few.

MINIMUM MANDATORY QUALIFICATIONS

Experience: Five (5) years direct work experience in municipal government.

Education: Bachelor's degree in Public Administration, Business Administration, or a related field preferred, or an equivalent combination of education and experience.

Mandatory Knowledge, Skills, Abilities and Other Qualifications:

Knowledge of:

- Municipal government operations, including applicable city, state, and federal laws and regulations
- New Mexico Inspection of Public Records Act (IPRA) and records management requirements
- City council procedures, including agenda preparation, minutes, ordinances, and resolutions
- Election administration processes and requirements
- Cash handling, credit transactions, and basic accounting principles

Skills & abilities:

- Exceptional attention to detail and accuracy in document preparation and records management
- Strong written and verbal communication and customer service skills across a wide range of audiences
- Ability to supervise, train, and evaluate staff
- Ability to represent the city at panels, chair meetings, and participate in state and local government functions
- Proficiency with Microsoft Office Suite and standard office equipment

Conditions of employment:

- Must possess a notary commission or obtain one within 90 days of hire
- Must be bondable
- Must join and maintain membership in relevant professional organizations, such as the New Mexico Clerks and Finance Officers Association
- Must be available for occasional evenings, weekends, holidays, and overnight travel as needed
- Must pass a pre-employment and periodic criminal background check
- Must pass a pre-employment drug/alcohol screening and comply with the agency's Drug Free Policy
- Must possess and maintain a valid New Mexico driver's license of appropriate classification and a satisfactory MVR meeting minimum insurability requirements.

PREFERRED QUALIFICATIONS

Bilingual skills in English and the Spanish language

WORK ENVIRONMENT

Work environment: The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time.

Physical demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk and hear. There may be prolonged periods of standing, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision.

Mental demands: There are a number of deadlines associated with this position. The employee must also multi-task and interact with a wide variety of people on various and, at times, complicated issues.

Disclaimer: ***The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.***