

A close-up photograph of a heavy metal chain. One of the links is broken, with the two ends of the link separated and hanging slightly apart. The background is a solid, vibrant orange color. The lighting highlights the metallic texture and the sharp edges of the broken link.

2011

Utah League of Cities and Towns Annual Conference

Recorders and Clerks,
The (broken?) Link in your City or Town

Melanie S. Briggs, City Clerk, City of West Jordan

Utah Municipal Clerks Association

- Who we are
- Duties of the Municipal Clerk
- Affiliation with International Institute of Municipal Clerks (IIMC)
- Certification Process
- Training and Continuing Education
- Elected and Appointed Officials

Who We Are

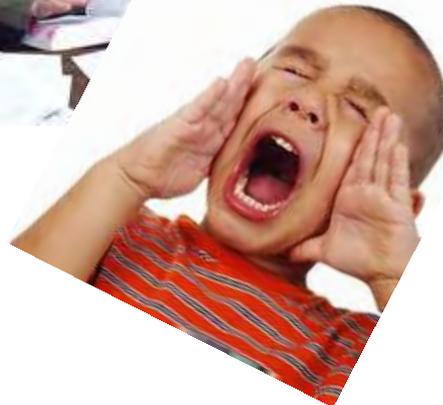


- The 'Oldest' of public servants in local government, traced back to 1272 A.D. in England
- Hub of Government
- Historian of the Community
- Serves the Mayor and City Council
- Assists the City Manager and all Administrative Departments
- Called upon daily for service or information

Who We Are



- Points out to the Mayor and Council's if and when a 'quorum' is being formed - which in turn creates an unofficial Meeting!



Who We Represent



- 3 City Clerks
- 146 City Recorders
- 62 Deputy City Recorders
- 87 Town Clerks
- 17 Deputy Town Clerks
- 14 Other government employees representing the office of Clerk
- Consisting of 245 Cities and Towns throughout Utah



Duties of the Municipal Clerk



- Administer Oaths of Office
- Provide citizens access to all public records
- Administrator of Municipal Elections



- Assures that proper procedures outlined in the Utah Open and Public Meetings Act are followed
- Accept ALL official service for the Town or City
- Process 'ENDLESS' GRAMA requests

Duties of the Municipal Clerk



- Distribute information to residents via newsletters, websites, etc.
- Maintain Cemetery Records
- Maintain valuable water records
- Oh, did I forget GRAMA requests!



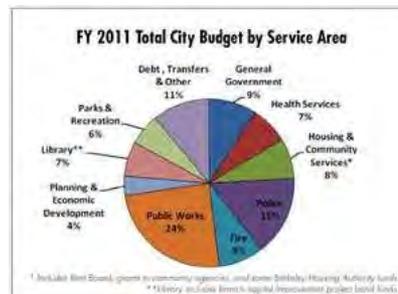
Duties of the Municipal Clerk



- Caterer



- Perform Business License duties
- Perform human resource duties
- Variety of Financial functions



Affiliations with IIMC



- The International Institute of Municipal Clerks (IIMC) is a profession, that promotes continuing education and certification through university and college-based institutes
- Provides networking solutions, services and benefits to its members worldwide
- IIMC reviews and pre-approves the educational training program established by the University of Utah's Center for Public Policy & Administration, for the Institute and Academy sessions conducted annually at the Sandy Branch of the University of Utah

Affiliations with IIMC



Training and Continuing Education



- Certified Municipal Clerk Program (CMC)
 - CMC designation enhances the job performance of the Clerk in small and large municipalities
 - Requires extensive education programs and hours
 - Programs provide quality education in partnership with 47 institutes of higher learning
- CMC certification requirement (60 points required)
 - Completion of up to 120 hours of course work at an IIMC approved institute
 - Points based on a Bachelor's or an Associates Degree
 - IIMC Conferences and Study Programs

Training and Continuing Education



- CMC Experience Component –
 - In addition to education points, CMC applicants must complete the requirements to receive additional points, including 4 points per year in their appointed positions, attendance at UMCA or IIMC conferences and other training or educational programs
 - The CMC program requires a minimum of three years to complete in most cases
- There are 60 Utah Clerks or Recordors that have achieved the designation of Certified Municipal Clerk (CMC)

Training and Continuing Education



- Master Municipal Clerk Academy (MMCA)
 - Prepares participants to achieve the MMC status, one must have earned the CMC designation
 - MMCA is an advance continuing education program that prepares participants to perform more complex municipal duties
- MMC certification requirement (60 points required)
 - Completion of up to 120 hours of Advanced Education course work at an IIMC approved institute
 - Academic credits in a related field of study from an accredited college or university
 - IIMC Conferences

Training and Continuing Education



- MMC Professional and Social Contribution Component
 - In addition to Advanced Education points, MMC applicants must receive additional points through a variety of advanced duties, including serving as a member of the Board of Directors for regional or state associations, presenting or instructing at approved IIMC training, unique on-the-job performance, or achievements that benefit the profession or the community
 - The MMC program typically takes an additional three years to complete
 - Results in a minimum six year educational and professional commitment in the appointed position
- There are 31 Utah Clerks or Recordors that have achieved the designation of Master Municipal Clerk (MMC)

Elected and Appointed Officials



- We sincerely express our appreciation for the support we receive from our
 - Mayors
 - Councilmember's
 - City Manager's and Administrator's
 - **Brian Hall**
- For recognizing and supporting our Continuing Training and Education
- Allowing us to remain current on the ever changing laws and requirements that we are responsible for



Fun Times



Clerks & Recorders



The eminent political scientist, Professor William Bennett Munro, in one of the first textbooks on municipal administration (1934), stated:

"No other office in municipal service has so many contacts.

It serves the Mayor, the City Council, the City Manager, and all Administrative Departments without exception.

All of them call upon it, almost daily, for some service or information.

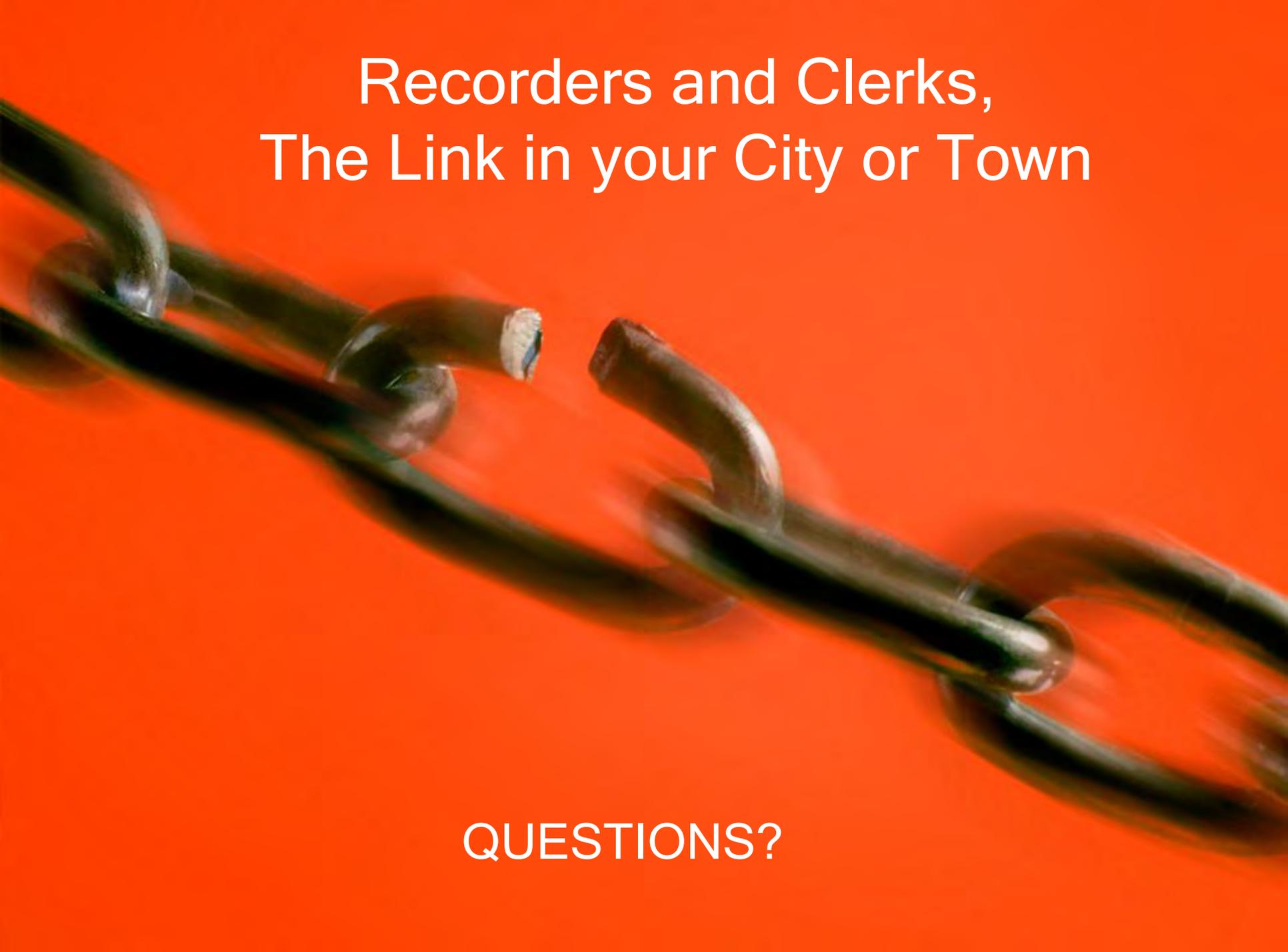
Clerks & Recordors



Its work is not spectacular, but it demands versatility alertness, accuracy and no end of patience.

The public does not realize how many loose ends of City Administration this office pulls together."

These words, written over 50 years ago, are even more appropriate today.

A close-up photograph of a broken metal chain link. The chain is dark and metallic, with one link snapped in two. The background is a solid, vibrant orange color. The text is overlaid on the top half of the image.

Recorders and Clerks, The Link in your City or Town

QUESTIONS?