The municipal clerk serves as the direct link between citizens and the municipal government.

The municipal clerk

- Serves as administrative director
- and as a member of the city’s management team
- Attends city council meetings, prepares agendas, and records the minutes
- Meets all legal requirements for posting agendas and publishing legal notices
- Administers municipal elections
- Serves as custodian of city records including minutes, resolutions, ordinances, and community history
- Serves as emergency management support personnel

Depending on the size of the city, and in addition to the duties listed above, the municipal clerk may also serve as city manager, human resource director, finance director, or municipal court clerk.