

## CITY OF LEAVENWORTH

### JOB DESCRIPTION

**TITLE:** Assistant City Clerk

**REPORTS TO:** Finance Director / City Clerk

**DEPARTMENT:** Finance / Clerk

**POSITIONS SUPERVISED:** None

**FLSA STATUS:** Exempt

**SALARY RANGE:** Probation (six months): \$20-\$30 / Hour, DOE

#### **POSITION SUMMARY**

Under the direction of the Finance Director / City Clerk, performs highly responsible, confidential, complex clerical, technical and administrative support functions of broad scope and significance. The position acts as a liaison between the City, the City Council, outside agencies and the general public. The position works from general direction and is expected to perform duties with substantial independent judgment, discretion and action. The individual exercises considerable discretion in the protection and release of confidential information and administration of policies and procedures within guidelines set by the Finance Director / City Clerk. This is an FLSA-exempt position that is currently scheduled for 20 hours per week; however, work load requirements could require work in excess of 40 hours per week from time to time. This position does meet state thresholds for participation in the Public Employees Retirement System (PERS) that is a required retirement benefit program by the employee and employer; options are available for employee participation.

#### **ESSENTIAL FUNCTIONS:**

- Assists in the preparation of City Council agenda items. Reviews all departments agenda bills for Finance Director / City Clerk approval; assembles back-up materials and prepares agenda packets for final printing via paper and electronic format.
- May assist in arranging and scheduling meetings and conferences for the Finance Director / City Clerk and Councilmembers.
- Composes and prepares correspondence and memoranda, based on limited content description or information; conducts secondary research on special projects as required. Takes and transcribes dictation, either manually or by machine for correspondence, memorandums, reports, directions, and other material.

- Serves as liaison and provides support between the Finance Director / City Clerk, city boards and commissions, the city council, other various committees, and citizens.
- Assists with coordinating and implementing updates and maintenance to the City website in relation to City Council Agendas and Minutes.
- Provides clerical and administrative support to City Council as assigned including scheduling the meetings, preparing meeting agendas and making other necessary arrangements, and attending the meetings and taking and preparing minutes. Assembling City Council packets includes use of Adobe Pro VI, inclusion of text recognition and uploading documents to the City's website and Facebook page as well as physical delivery of hard copies to members of the Council.
- Attends all City Council meetings, monitors sign-in sheet and provision of other materials to the public; assists Finance Director / City Clerk and City staff with clerical and administrative needs during the council meeting. Attends and monitors all executive sessions of the City Council.
- Assists other department staff for telephones, greeting customers in person; responds to complaints by directing them to the appropriate staff person or the Finance Director / City Clerk for resolution; responds to public inquiries and requests or directs the customer to the appropriate staff person; responds to routine complaints by applying an administrative knowledge of the operational functions of the department. Provides administrative information by meeting with citizens, employees, and community groups to discuss, explain, or interpret various issues, policies and procedures, specific municipal codes, programs and actions.
- Performs a variety of other support tasks in conjunction with other City Departments to develop and maintain the City's central filing system. This includes citywide file retention and destruction per State laws, maintenance of various shared use records, such as insurance certificates, contracts and grants. Maintains list of permanent records and archives for future destruction.
- Coordinates City Council meeting arrangements and ensures all necessary meeting supplies and items are available.
- Perceives when non-routine activities are required and offers to help without needing to be asked. Makes effort to modify workload to assist with emergency situations, assignments, or projects whenever possible.
- Serves as City Clerk in the Finance Director / City Clerk's absence.
- This position may require working through lunch meetings, attending morning and evening meetings which are scheduled after regular work hours; however, no weekends are anticipated.

**SUPERVISORY RESPONSIBILITIES:**

May be required to supervise other clerical staff, which could include permanent part-time, or fulltime staff, volunteers or student interns in accordance with the City's policies and applicable laws. May assist the Deputy Clerk in preparation of personnel related forms, position advertising, grading, interviewing, hiring recommendations, and training, planning, and assigning work.

## **KNOWLEDGE, ABILITIES AND SKILLS:**

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Thorough knowledge of the functions, principles and practices of municipal government and knowledge of the principles and practices of public management, and intergovernmental coordination.
- Ability to establish and maintain effective relationships with other employees, the general public, appointed and elected officials and other public and private agencies, and to work cooperatively with others as a member of a service-oriented team, in a courteous and tactful manner, including in situations that are highly emotionally charged and controversial in nature.
- Ability to communicate effectively, verbally and in writing with employees, consultants, other governmental agency representatives, City officials and the general public. Familiarity with grant and contract administration. It requires the ability to professionally deal with the public, staff members and other agencies on the phone and in person.
- Willing to be helpful; willing to negotiate schedule to accommodate another's needs.
- Willing to use both good verbal and non-verbal behavior to show an open, accepting attitude.
- Knowledge of graphics and multi-media presentation principles.
- Knowledge of research techniques.
- Knowledge of practices and policies of providing quality customer service, including dispute resolution techniques.
- Thorough knowledge of advanced secretarial and office management practices and procedures; extensive knowledge of modern office practices, procedures and equipment, business English and letter writing, document preparation, spelling.
- Ability to independently and/or from general instructions compose and prepare routine correspondence, reports and various documents accurately. Ability to take and transcribe dictation rapidly and accurately.
- Ability to work in a rapid pace work environment, to handle multiple priorities and projects and to meet deadlines.
- Ability to express ideas effectively in written and oral form, and to provide clear, concise information to a variety of audiences including elected officials, officials of other jurisdictions, City professional and management staff, and the general public.

- Ability to type 60 words per minute and possesses working knowledge of word processing, spreadsheet and database programs. Knowledge of Microsoft Word and Excel required.
- Ability to operate standard office machines; i.e., computer, dictation transcriber, calculator, copy machine and fax.
- Ability to learn basic application programming of the city's telephone system and local area network.
- Ability to exercise individual initiative and discretion in confidential matters and to respect confidential matters regarding other employees and councilmembers.
- Ability to work efficiently under pressure and with constant interruptions.
- Ability to analyze routine and complex office operating procedures and develop effective solutions or courses of action.
- Ability to use sound judgment in evaluating situations and to make decisions on a variety of politically sensitive and confidential issues.
- Ability to work independently from general instructions and broad work expectations.
- Ability to develop procedures for work activities and carry work through to completion using own initiative with minimal supervision.
- Ability to become and remain current on issues, situations and conditions relative to city operations and the community, Finance Director / City Clerk's office and City Council.

**EDUCATION AND/OR EXPERIENCE:**

Two years of general college training or business college degree and five years' experience in a progressively responsible administrative support position in a highly complex organization serving the public. Equivalent work experience will be considered. Experience in a complex municipal government setting is highly desirable with previous responsibility serving a department director, chief executive, or mayor and city council highly desirable. Experience in managing multiple objectives, schedules, and deadlines.

**PHYSICAL DEMANDS AND WORKING CONDITIONS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls and reach with hands and arms. The employee is occasionally required to stand, walk, and climb or balance.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed in an office, which is busy, oriented to public service and subject to constant work interruptions. Employees may work under the stress of continual public and/or inter-departmental contact and pressure to meet timelines.

The noise level in the work environment is usually moderate.

*The Statements contained herein reflect general details as necessary to describe the principal functions of this job, the scope of responsibility, and the level of knowledge and skill typically required, but should not be considered an all-inclusive list of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the work load.*

*The City of Leavenworth is an equal opportunity employer.*