

**CITY OF LEAVENWORTH
JOB DESCRIPTION**

TITLE: Assistant Deputy-PRSA Clerk

REPORTS TO: Finance Director

DEPARTMENT: Finance / Records

POSITIONS

SUPERVISED: None

FLSA STATUS: Non - Exempt

SALARY RANGE: \$4,576 - \$5,153

POSITION SUMMARY:

The Assistant Deputy-PRSA Clerk is primarily responsible, under the direction of the Finance Director, to perform highly responsible, complex clerical, technical and administrative support functions of broad scope and significance. The position acts as a liaison between the City, the PRSA (Upper Valley Park & Recreation Service Area), outside agencies and the general public to respond to questions and provide information on the PRSA Board and Board initiatives. The position works from general direction and is expected to perform duties with substantial independent judgment, discretion and action. This position is responsible for ordering city office supplies, processing accounts payables, receivables, and related excise tax and 1099 reporting for the City as well as seasonal support to the Pool operations for cash reconciliations and purchasing. Additionally, this position assists the other front office staff with answering phones and/or directing citizen and visitor questions to the appropriate staff. The Assistant Deputy-PRSA Clerk is a full-time non-exempt union represented position with benefits.

ESSENTIAL FUNCTIONS:

- Is responsible for the preparation of PRSA agenda items and packet distribution; currently this is a quarterly process. Assembling PRSA packets includes use of Adobe Pro VI, inclusion of text recognition and uploading documents to the City's website and coordinating with the City's Communications Analyst for posting on the City's Facebook page. Provides clerical and administrative support to the PRSA Board as assigned, including scheduling the PRSA meetings, preparing minutes and resolutions, and completing the annual budget and reporting requirements for a Special Purpose District to the State Auditor's Office. Assists with coordinating and implementing updates and maintenance to the City website in relation to the Pool and PRSA Agendas, Minutes, Resolutions, Budget and Annual Reports. Attends all PRSA meetings, monitors attendance, visitors and provision of other materials to the public; assists the PRSA Board with clerical and administrative needs during the PRSA meeting. Attends other meetings as needed, such as the Chamber of Commerce, School Board or Residential Advisory Committee to provide updates on the initiatives of the PRSA Board.

- Composes and prepares correspondence and memoranda, based on limited content description or information; conducts secondary research on special projects as required. Coordinates with the

City's Communications Analyst on public relation and communication responses, articles, press releases, and brochures.

- Researches funding opportunities for the PRSA, including grant preparation with support from the Finance Director. Coordinates with the Finance Director on all PRSA related Contracts and Agreements from acquisition, retention to destruction.
- Accounts Payable / Receivable system: Verify invoices; code for proper department identification; input data for voucher preparation following payment approval of department director; process vouchers for printing of checks; submit checks to vendors; monitor accounts for 1099 compliance; prepare 1099's at year end. Also prepares combined excise tax and/or B&O tax reports for payment. Ability to code and post revenues to appropriate general ledger and utility billing systems. Assists in journal entries when needed.
- Serves as back-up to the Office Assistant on daily reconciliation of receipts, processes pay pal and parking related payments, as well as Pool receipts during summer months, with corresponding reports.
- 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 for resolution; responds to public inquiries 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.
- 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.

KNOWLEDGE, ABILITIES AND SKILLS:

- Experience in Customer Service, including proven ability to deal effectively with difficult individuals with positive results.
- Ability to operate proficiently standard office equipment such as a computer, printer, calculator, photocopier, postage, and fax machines.
- Ability to prepare general correspondence and other documents from verbal instruction, including the ability to proofread own and others work.
- Ability to coordinate multiple projects concurrently, write, edit and design communication materials that is generally related to recreational activities with an emphasis on aquatics.
- Knowledge and experience using Microsoft Word and Excel (2-3 years), including the ability to type at a minimum of 40-60 words per minute. Ten-key entry should be a minimum of 70-90 strokes per minute.
- Knowledge of general principles of accounting, budgeting, grant administration and financial management.

- Skill using a computerized invoicing system (2-3 years) or other bookkeeping software – Cash Basis Accounting and BIAS (also known as Springbrook Express) Software Preferable.
- Strong cash handling skills.
- A key value of the City is customer service. This position requires considerable knowledge, ability and skill in the principles and practices of excellent customer service as practiced in both the private and public sectors. It requires the ability to effectively meet and deal with the public; the ability to handle stressful situations; the ability to greet and respond to customers in a friendly, pleasant and professional manner using appropriate inflection, grammar and syntax; the ability to establish and maintain effective working relationships with employees, supervisors, and the general public; the ability to maintain a professional, courteous, and pleasant demeanor in difficult and stressful situations; and the ability to diplomatically deal with difficult people. A willingness to expend extra effort to help the public find answers or information relative to their inquiry or complaint is expected.
- Willingness to be flexible in job duties and work schedule (night meetings may be required), and to continually learn and accept new tasks.
- Ability to maintain confidential information involving personnel actions, contract negotiations, and other sensitive material.
- Ability to apply federal, state and local policies, laws and regulations.

EDUCATION AND/OR EXPERIENCE:

- Associates Degree in finance or public administration or relations preferred. 3 - 5 years of experience in positions with primary duties involving providing excellent customer service skills, cash handling, invoicing/billing, assisting boards and taking minutes, and providing grant and clerical support.
- High School Diploma or G.E.D. equivalency.

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 listen. 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. 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 listing 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.