

ASSISTANT CITY CLERK

- PURPOSE:**
1. Administer and supervise: the preparation of City Council Agendas and Proceedings; election procedures; voting registration; licensing; records management; and messenger, photocopying, and mail services.
 2. Assume the duties and responsibilities of the City Clerk in his/her absence or at his/her request.

FUNCTIONAL AREAS:

1. Administer and supervise: the preparation of City Council Agendas and Proceedings; election procedures; voting registration; licensing; records management; and messenger, photocopying, and mail services.
 - * A. Train, direct, set priorities, assign work, and set schedules for completion of work for office and voting machine personnel.
 - * B. Plan and review work projects.
 - * C. Schedule and staff for Council meetings.
 - * D. Coordinate City Councilor's travel arrangements.
 - * E. Coordinate City Hall services of the Copy Center, mailroom, and courier.
 - * F. Set up voting machines and procedures for various types of elections.
 - * G. Assess equipment and personnel needs for upcoming elections.
 - * H. Prepare ballots and train Election Judges.
 - * I. Secure polling places that are handicapped accessible.
 - * J. Implement and explain legislative changes that affect elections, voter registration, licensing, and records management.
 - * K. Summarize Council meetings and see that the directives are communicated to proper officials.
 - * L. Process licenses and revenue recording.
 - * M. Insure that postal regulations are adhered to, and that City postage uses are the most cost-efficient.
 - * N. Maintain control files of the Council, the Alcoholic Beverage Board, and City Charter Commission business that is in progress and expedite their completion.
 - * O. Recommend improvements to existing licensing procedures, ordinances, and to areas where new licensing should be considered.
 - * P. Explain procedures and dispense information.
 - * Q. Respond to complaints, inquiries, and problems; and take steps to see that they are resolved in a professional manner.
 - * R. Interview job applicants for the purpose of recommending the hire of new employees or the promotion of current employees.
 - * S. Establish work standards and acknowledge employee performance based on those standards.
 - * T. Recommend the discipline of employees including the suspension or discharge of them.
 - * U. Make spot checks to insure compliance with proper methods, guidelines, and procedures.
 - * V. Train personnel in correct and safe operating procedures.
 - * W. Recommend adjustments or other actions in employee grievances to the City Clerk.
2. Assume the duties and responsibilities of the City Clerk in his/her absence or at his/her request.
 - * A. Administer oath of office to board and commission members and City officers.
 - * B. Approve purchases.
 - * C. Keep abreast of legislation affecting elections, voting, licensing, records management, and postal regulations.
 - * D. Attend meetings and oversee the preparation of minutes, indexes, and certified copies.
 - * E. Prepare the budget.

- * F. Act as Secretary to the City Council, the Alcoholic Beverage Board, and the City Charter Commission.
- * G. Perform other related duties as assigned.

JOB REQUIREMENTS

Education and Experience:

- ◆ A. A bachelor's degree in social science, business administration, office management, or any research-based field, plus four (4) years of verifiable experience related to the knowledge, skills, and abilities listed below; or a combination of verifiable experience and/or education which is accepted as equivalent.

License Requirements:

- ◆ A. Possession of a valid MN driver's license or privilege by date of appointment and thereafter.

Knowledge and Skills:

- ◆ A. Knowledge of the principles and practices of office management and supervision.
- ◆ B. Knowledge of modern office methods, procedures, and equipment.
- ◆ C. Skill in accurate use of figures, grammar, punctuation, and spelling.

Abilities:

- ◆ A. Ability to learn and explain a wide variety of technical procedures and policies.
- ◆ B. Ability to make accurate budget analyses and projections.
- ◆ C. Ability to understand questions and to give clear and satisfactory explanations.
- ◆ D. Ability to plan, organize, and maintain records.
- ◆ E. Ability to locate, classify, and interpret a wide variety of statistical and legal information.
- ◆ F. Ability to exercise discretion and make decisions in the administration of regulations and licenses.
- ◆ G. Ability to supervise.
- ◆ H. Ability to accept responsibility for the efficient operation of an administrative office.
- ◆ I. Ability to speak before groups of people.
- ◆ J. Ability to work independently in the absence of specific instructions.
- ◆ K. Ability to establish and maintain harmonious relationships with other employees and the public.
- ◆ L. Ability to communicate effectively in writing and speaking.
- ◆ M. Ability to keep information confidential.
- ◆ N. Ability to accept criticism and maintain composure.
- ◆ O. Ability to administer a public relations function between the City Clerk's Office, the City Council, and Administration.
- ◆ P. Ability to read and comprehend policies and interpret them correctly and tactfully to the public.
- ◆ Q. Ability to comprehend laws and regulations governing elections, licensing, ordinances, and resolutions.
- ◆ R. Ability to attend work on a regular basis.

* Essential functions of the job.

◆ Job requirements necessary on the first day of work.

CSB 19980602
CC 19980928
98-0880R