

## **ASSISTANT CITY CLERK**

### **SUMMARY/PURPOSE**

This classification is responsible for managing operations in the City Clerk's Office including providing support to assigned boards and commissions including the City Council, managing assigned elections, advising City-wide on data retention, managing the licensing system of the City, and providing support City-wide for mail and copying services. The classification also serves as the City Clerk in his/her absence.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES (other duties may be assigned)**

1. Act as a liaison on issues relating to the Clerk's Office throughout the organization at all levels and externally to concerned customers, citizens, and external agencies
2. Serve as liaison and staff support for the City Council, including prepare and distribute agendas and proceedings and maintain all records.
3. Manage all elections including prepare ballot, recruit and train election judges, manage voter registration, and create and enforce voting procedures.
4. Retain and manage records and information, including official copies of records such as ordinances and resolutions
5. Serve as Secretary to the City Council, Alcohol, Gambling, & Tobacco Commission, Charter Commission, Mayor's Appointment Committee, and any other boards or commissions assigned
6. Manage the City Mail Room and Copy Center.
7. Manage the City Licensing system as assigned.
8. Serve as City Clerk in his/her absence or as assigned, including administering oaths of office.
9. Prioritize, assign, and direct the work of assigned staff, including establishing work standards, effectively recommend employment action, hire, discharge, etc., provide performance evaluations, delegate authority and responsibility, train and communicate instructions and information.

### **JOB 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, skills and abilities required.

1. Education & Experience Requirements
  - A. A bachelor's degree in business administration, office management, or any research-based field, plus four (4) years of verifiable experience serving in a similar public capacity, or serving a board of directors; or
  - B. Seven (7) years of verifiable experience serving in a similar public capacity, or serving a board of directors; or
  - C. A combination of verifiable experience and/or education accepted as equivalent.
2. License Requirements
  - A. Must possess a driver's license valid in Minnesota.
3. Knowledge Requirements
  - A. Knowledge of all ordinances and statutes regarding public meetings, elections, and records retention.
  - B. Knowledge of the principles and practices of project management.
  - C. Knowledge of effective supervisory practices and procedures.
4. Skill Requirements
  - A. Skill in the use of computers and other electronic devices along with their application software.

- B. Skill in accurate communication throughout the organization and externally using various media
  - C. Skill in maintaining and enhancing professional relationships and providing effective customer service
  - D. Skill in making accurate computations.
5. Ability Requirements
- A. Ability to plan, organize and maintain records
  - B. Ability to maintain confidentiality
  - C. Ability to effectively supervise others
  - D. Ability to communicate effectively with others at various organizational levels both within and without the organization using various media
  - E. Ability to read and comprehend complex documents including legal documents
  - F. Ability to provide effective customer service, often under trying conditions.
  - G. Ability to prepare clear, concise and complete meeting documentation and other written correspondence and reports.
  - H. Ability to attend work on a regular basis.
6. Physical Ability Requirements
- A. Ability to work for long periods while seated at a desk.
  - B. Ability to talk and hear to exchange information.
  - C. Ability to occasionally stoop, kneel, crouch, and reach to file information.
  - D. Ability to occasionally lift and carry items such as reports and paperwork weighing up to 25 pounds.

HR:	Union: Supervisory	EEOC: Paraprofessional	CSB: 20130507	Class No: 1354
WC: 8810	Pay: 1055	EEOF: Admin/Finance	CC: 20130513	Resolution: 13-0251R