

CITY OF HOLTVILLE

JOB DESCRIPTION

TITLE: CITY CLERK
DEVELOPED: JANUARY 2, 2007
APPROVED: JANUARY 8, 2007
DEPARTMENT: CITY CLERK
REPORTING RELATIONSHIP: COUNCIL/CITY MANAGER

POSITION SUMMARY:

Under the direction of the City Council, perform a variety of complex secretarial and administrative assistant duties to relieve the City Council and City Manager of a variety of administrative and clerical details; attend City Council and various other meetings; prepare related agenda items and minutes in accordance with legal requirements of the City Clerk's Office; plan, coordinate, and organize office activities and coordinate communications, meetings and information for the City Council and the City Manager.

ESSENTIAL DUTIES:

Perform a variety of complex secretarial and administrative assistant duties to relieve the City Manager and City Council of a variety of administrative and clerical details; serve as a primary secretary to the City Council; plan, coordinate, and organize office activities and the flow of communications; assure smooth and efficient office operations.

Provide specialized administrative support to the City Council; attend City Council meetings and a variety of other meetings; compile information and prepare, assemble and distribute agenda items and other materials for City Council, Planning Commission and various other meetings; record, transcribe and distribute minutes; provide assistance in order to process Council actions in the form of resolutions and ordinances.

Receive, screen and route phone calls; greet and assist visitors; refer callers or visitors to appropriate staff, administrator, official or department; take and relay messages; respond to requests, complaints and questions from officials, administrators, staff, outside agencies and the public, representing the City by phone or written communication; exercise independent judgment in resolving a variety of complex issues and conflicts.

Coordinate communications, public relations and information for the City Council and City Manager; respond to inquires, and research, interpret and provide detailed and technical information concerning City operations, activities, services, schedules, meetings, events, standards, requirements and related laws, codes, ordinances, resolutions, regulations, policies, and procedures.

Research, analyze and prepare information on a variety of topics for dissemination to the public through the media, conference presentations, community meetings, and City literature; coordinate efforts with City departments, government agencies and vendors.

Perform complex administrative assistance duties to assure smooth, timely and efficient office operations; relieve the City Council and City Manager of administrative duties having City-wide impact; assist other professional staff as assigned.

Organize and coordinate office functions, activities and communications with departmental and City staff as well as citizens and community businesses and organizations.

Research, collect, analyze, and compile data and information for inclusion in reports; perform mathematical computations and prepare statistical and financial reports; generate lists and reports as requested.

Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; assign employee duties and review work for accuracy; completeness and compliance with established requirements; prepare time cards for administration staff as directed.

Compile information and prepare and maintain a variety of detailed and complex lists, records, reports and files related to meetings, minutes, agendas, claims, and assigned duties; establish and maintain filing systems; prepare and distribute weekly reports

Operate a variety of office equipment including a calculator, copier, fax machine, typewriter, computer and assigned software; drive a vehicle to conduct work.

Participate in the development of new and improved programs, systems and procedures as a result of new policies, directives or routine research and analysis as requested; assist with implementation after approval.

Schedule and arrange meetings, conferences and travel details for the City Council and City Manager; reserve facilities, lodging, and transportation as necessary.

Receive, sort, screen, open and route incoming correspondence for City Council; review and determine priority of incoming mail; compose replies independently or from oral direction.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Functions and secretarial operations of an administrative office.

City organization, operations, policies and objectives related to the functioning of local government legislative body.

Policies and objectives of assigned programs and activities.

Applicable laws, codes, regulations, policies and procedures.

Modern office practice, procedures and equipment.

Record-keeping and filing techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Telephone techniques and etiquette.

Oral and written communication skills.

Data control procedures and data entry operations.

Interpersonal skills using tact, patience and courtesy.

Principles and practices of supervision and training.

Methods of collecting and organizing data and information.

Business letter and report writing, editing, and proofreading.

Operation of a computer and assigned software.

Public relations techniques.

ABILITY TO:

Perform a variety of complex secretarial and administrative assistant duties to relieve the City Council and City Manager of a variety of administrative and clerical details.

Plan, coordinate and organize office activities and coordinate communications, meetings and information for the City Council and City Manager.

Prepare, assemble, complete and distribute agenda items and other materials for meetings.

Interpret, apply and explain laws, codes, ordinances, regulations, policies and procedures.

Organize complex material and summarize discussions and actions taken in report form.

Compile and prepare comprehensive reports concerning a broad spectrum of subject matter.

Compose effective correspondence independently.

Maintain a variety of complex and confidential files and records.

Train and evaluate the performance of assigned personnel.

Understand and resolve complex issues, complaints or problems.

Type or input data at an acceptable rate of speed.

Take and transcribe dictation at an acceptable rate of speed.

Analyze situations accurately and adopt an effective course of action.

Operate a variety of office equipment including a computer and assigned software.

Plan and organize work

Meet schedules and time lines.

Work independently with little direction.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to; graduation from high school; supplemented by college level course work in business, secretarial science or a related field is desirable; and five years of increasingly responsible secretarial or administrative assistance experience

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license

WORKING CONDITIONS:**ENVIRONMENT:**

Office environment

Constant interruptions

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information in person and on the telephone.

Sitting or standing for extended periods of time.

Seeing to read a variety of materials.

Bending at the waist, kneeling or crouching to file materials.

Reaching overhead, above the shoulders and horizontally.