

CITY OF CHELAN JOB DESCRIPTION

TITLE: **CITY CLERK/ADMINISTRATIVE ASSISTANT**

DEPARTMENT: Administration

REPORTS TO: Mayor and City Administrator

CO-SUPERVISES: Receptionist/Clerical Assistant

ADOPTED/REVISED DATE: 01-01-2012

SALARY GRADE: 27

POSITION PURPOSE/SUMMARY

This position is responsible for the maintenance and preservation of City and airport records and for all other statutory provisions governing the position of City Clerk. The person in this position also provides administrative support of a highly complex and responsible nature to the Mayor and City Administrator; exercises independent judgment in preparing reports and various official documents; and exercises considerable discretion in the protection and release of confidential information and in the interpretation and administration of policies and procedures.

DUTIES AND RESPONSIBILITIES

- Promotes positive public relations
- Serves as City Records Officer responsible for developing, implementing and maintaining a records management system. Works with other city employees to coordinate records storage, retrieval, preservation and disposition in accordance with the Washington State Records Retention Schedule.
- Oversees and documents the City's response to requests for public records to ensure compliance with the Washington State Public Records Act.
- Serves as designated agent to receive claims for damage pursuant to RCW 4.96 and as WCIA's contact person for processing liability and property claims and legal pleadings. Commences initial investigation as necessary. Maintains related records.
- Coordinates City's compliance with the WCIA COMPACT, updates WCIA Property and Auto Physical Damage Schedules as needed, and serves as WCIA Training Coordinator and Alternate Delegate to the WCIA Full Board.
- Prepares City Council and Airport Board meeting agendas with input from City Administrator and department heads. Reviews and edits agenda bills and agenda bill exhibits for form and content. Prepares meeting information packets and posts them to the City's website. Maintains agenda bill index and database of Council actions.
- Attends all regular and special City Council meetings, records proceedings, prepares minutes and action reports, coordinates the execution of approved documents and the codification of ordinances.
- Prepares and publicizes legal notices in accordance with the Revised Code of Washington and Washington Administrative Code. Prepares and publishes other public notices, news releases, RFP's, RFQ's, bid requests and employment ads.
- Drafts ordinances, resolutions, agreements, proclamations, policy statements, agenda bills, correspondence and a variety of other documents. Reviews and edits various documents prepared by others to ensure accuracy, correct English usage, clarity, spelling and grammar.

- Exercises initiative and independent judgment to relieve Mayor and City Administrator of administrative details and assists Mayor and City Administrator in their duties as directed.
- Monitors the terms of board and commission members and advises the Mayor of their status, advertises for volunteers, maintains “Talent Bank,” coordinates the appointment process, prepares related correspondence for Mayor’s signature.
- Provides secretarial support as needed by the Mayor, City Administrator, City Council, Airport Board, and Airport Manager, i.e., receives and processes or distributes mail; coordinates communication between Mayor/City Administrator and City departments, Council, other agencies and the public; schedules meetings; makes travel and training arrangements; conducts research and prepares reports.
- Processes and maintains confidential information.
- Responds to requests for information from the general public, outside agencies, city staff and officials.
- Serves as Airport Board Secretary.
- Serves as Notary Public.
- Performs other duties as directed.

WORKING CONDITIONS

Work is generally performed while standing or sitting, in an office environment, with a computer, telephone and copier/fax/scanner. Some lifting of forms, files and small equipment is required.

KNOWLEDGE, ABILITIES, SKILLS FOR SUCCESS

- Knowledge of municipal, state and federal laws
- Knowledge of office practices, procedures and equipment
- Knowledge of business English, composition, spelling, punctuation
- Ability to employ discretion and maintain confidentiality
- Ability to prioritize assignments and work independently
- Ability to accurately prepare correspondence, minutes, reports, statistical information
- Ability to operate standard office equipment, including computers
- Ability to use Microsoft Word, Microsoft Access, Microsoft Excel, Acrobat X Pro, Cute FTP, Outlook Express and the Liberty Meeting Recording System
- Ability to understand and correctly execute verbal and written instructions
- Ability to establish and maintain effective working relationships with co-workers, elected officials, other organizations and the general public

QUALIFICATIONS REQUIRED

- High school diploma or General Educational Development (GED) and skills, knowledge and experience necessary to successfully perform this job.
- Notary Public License.
- Valid Washington State Driver’s License with driving record free of serious or frequent violations.
- Ability to read, write and speak the English language.

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