

CITY OF SPOKANE VALLEY
POSITION DESCRIPTION

Class Title: Deputy City Clerk
Department: Administrative Services
Division: NA
Date: May 13, 2003

Job Code Number: 500
Grade Number: 12-13
FLSA Status: Exempt
Location: City Hall

GENERAL PURPOSE

Performs a variety of administrative, professional and supervisory work in maintaining official records, providing administrative support to technical and professional staff, receiving the public, providing customer assistance, data processing, and assisting in the administration of the standard operating policies and procedures of the Office of the City Clerk.

SUPERVISION RECEIVED:

Works under the general supervision of the City Clerk.

SUPERVISION EXERCISED

May supervise an Office Assistant and other support staff as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Composes, types, and edits correspondence, reports, memoranda, and other material requiring independent discretion and judgment as to content, accuracy, and completeness.

Answers in-coming calls and routes callers or provides information as required.

Receives the public and answers questions; responds to inquiries from employees, citizens and others and refers, when necessary, to appropriate persons.

Assists in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates activities with other departments and agencies as needed.

Assists in the management of the City's risks, and as such coordinates insurance programs such as fidelity, surety, liability, property, group life, medical, pension, and workers' compensation. Selects appropriate technique to minimize loss such as avoidance, loss prevention and reduction, retention, grouping of exposure units, and transfer. Prepares operational and risk reports for management analysis. Coordinates loss prevention and safety programs. Processes and investigates Claims For Damages; prepares claim and lawsuit information for attorneys and insurance claims adjusters. Maintain City's insurance files; confers on a regular basis with City's Insurance Broker to update risk management program.

Provides professional advice to supervisor on departmental needs and operations.

Assists in the management of the city's human resources functions. Keeps record of insurance coverage, pension plan, and personnel transactions such as hires, promotions, transfers, performance reviews, and terminations. Maintains personnel files, processes salary and benefit information, and assists in the recruitment and testing of city staff.

Assists the City Clerk to assure that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; assists in the preparation of annual budget requests;

Prepares a variety of studies, reports and related information for decision-making purposes; conducts research, analysis, and prepares recommendations regarding proposals for programs, services, budget, equipment, etc.

Provides administrative assistance to the City Clerk in coordinating or managing a variety of public meetings; assembles background materials, prepares agendas, and records action items for various meetings.

Prepares drafts of speeches, presentations, resolutions, ordinances, contracts, administrative policies, etc. as assigned.

Investigates and follows-up on citizen requests for service, complaints, and requests for information.

Assists in the development of notices, flyers, brochures, newsletters, media releases, news articles, and other informational materials about programs and services.

Assists in the maintenance of official City records and public documents; assists in the cataloging and filing of city records.

Attends regular, special or committee meetings of the city council as assigned to assist or perform an accurate recording of the proceedings, including the preparation of the minutes in proper legislative terminology.

Assists in the recording, indexing and filing for the public record; distributes information as requested.

Assists in the preparation and distribution of agendas, materials, minutes and records of meetings.

Files ordinances, resolutions and other documents, and assists in the codification of ordinances into the municipal code as needed or assigned.

Prepares and advertises meeting agendas, bid and other advertisements, and legal notices of public hearings and special meetings.

Assists in the administration of a variety of licensing functions, including but not necessarily to

licenses such as business, animal, bicycle, various regulatory licenses as assigned, etc. in accordance with applicable city ordinances and other regulations.

Prepares reports for Council Meetings as directed.

Prepare surveys and other reports as directed.

Provides public records and information to citizens, civic groups, the media and other agencies as requested.

PERIPHERAL DUTIES

Operates pagers or radios as needed and assists in broadcast communications.

Attend seminars and workshops related to administrative and clerical duties and responsibilities.

Prepares correspondence; make reservations and travel arrangements for meetings, seminars, and conventions.

Administers oath of office to public officials.

May register voters.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

(A) Graduation from a high school or GED equivalent, supplemented by two years post-secondary training or course work in office management, secretarial science, records management, business or public administration, or a related field, and

(B) Three (3) years of increasingly responsible related experience, or any equivalent combination of related education and experience.

Necessary Knowledge, Skills, Abilities, and Other Traits:

(A) Considerable knowledge of modern office practices and procedures; working knowledge of computers and electronic data processing; some knowledge of bookkeeping principles and practices; considerable knowledge of records management; working knowledge of human resources administration and municipal risk management.

(B) Skill in the operation of listed tools and equipment; Skill in the use of standard office suite software applications.

(C) Ability to perform clerical and administrative tasks accurately with little direction.

(D) 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 communicate effectively verbally and in writing; 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.

SPECIAL REQUIREMENTS

Valid Washington Driver's License.

TOOLS AND EQUIPMENT USED

Phone switchboard; mainframe computer terminal; personal computer; copy machine; postage machine; fax machine; base radio; 10-key calculator.

PHYSICAL DEMANDS

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 frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is moderately noisy.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____
Human Resources Manager

Approval: _____
City Manager

Effective Date: May 13, 2003

Revision History: