

# City of Harris, Minnesota

## POSITION DESCRIPTION

TITLE: DEPUTY CITY CLERK

### **I. Position Summary**

This is a high responsibility and varied clerical and administrative position providing clerical support to the City Council. Position necessitates considerable independence of action in the disposition of highly skilled secretarial, clerical, and administrative duties. Reports to City Council and Mayor. Work requires the exercise of considerable initiative and judgment in the application of specific skills or abilities learned through extensive experience and/or training in office practices and procedures.

### ***II. Essential Duties and Responsibilities***

#### **A. City Council, Planning Commission, Committees**

1. Coordinates Council activities, correspondence, meetings, etc.
2. Ensures coordination, maintenance, and accuracy of council minutes, resolutions and other official documents.
3. Post Council/Commission notices as required by open meeting laws.
4. Carries out Council decisions and performs related duties as required.
5. Keeps council informed of all activities and requests from the public, other government agencies and officials.
6. Acts as secretary for the City Council and Planning Commission; attends monthly regular council meetings and monthly Planning Commission meetings, and special council meetings as required; takes minutes at all meetings, prepares agendas and other necessary paperwork for meetings, and organizes and maintains records of minutes, ordinances, and resolutions.
7. Prepare a written monthly report for the Council.
8. Oversees the preparation of City Council agendas and Council packets including public meeting notices. Oversees the completion of Council meeting minutes.
9. Fulfill any and all duties assigned by the Mayor and/or Council and represent the City with other governmental agencies and officials.
10. Convey appropriate citizen requests to the Council or other appropriate body.
11. Communicate with vendors, contractors, employees, and consultants as needed to fulfill the instructions of the Council or other relevant body.

#### **B. Elections**

1. Supervises elections and voter registration.
2. Ensures elections are handled in accordance with state, federal, and county regulations.
3. Oversees all activities related to City election including notices, materials and certification of process.
4. Arranges polling places and sets up voting machines.
5. Supervises the recruiting and training of election judges.
6. Oversees the maintenance of city ordinances, resolutions, and City Council minutes.
7. Supervise and conduct entire election process pursuant to Minnesota Statutes.

#### **C. Data Retention**

1. Maintains official city records, file system and records storage room.
2. Supervises the City's retention system.

3. Oversees the maintenance of city ordinances, resolutions, and City Council minutes.
4. Supervise Data Practices Compliance and act as Compliance Official pursuant to Minnesota Statute 13.05.

#### **D. Workers' Compensation**

1. Handles all workers' compensation.
2. Coordinates workers compensation managed care program.
3. Responsible for OSHA'S yearly work comp report.

#### **E. General**

1. Handles all City Clerk responsibilities as stated in City Ordinance and all duties of clerk set forth in Minn. Stat. 412.151.
2. Performs secretarial duties including typing letters, reports, memos, legal documents.
3. Keeps current with regulations, laws, etc. in accordance with but not limited to elections, open meeting laws, licensing and general government operations.
4. Schedules, calendars, and coordinates meetings and activities.
5. Performs all duties related to issuance of all city licenses and permits.
6. Responsible for publication of ordinances and other official documents.
7. Maintains key system for city hall, fire stations, parks, and city garage.
8. Ensures bids are accurately publicized in accordance with laws.
9. Maintains and secures official city seal.
10. Attends meetings as needed, including evening meetings.
11. Provides information and assistance to citizens either in person or by phone; answers questions; researches files; makes copies; and takes messages or refers callers to other City staff.
12. Attest the Mayor's signature on official documents whenever required and maintains responsibility for the City Seal and facsimile stamp.
13. Provides certified copies of proceedings and records of the City upon request and administers oaths.
14. Acts as liaison with state, county, and other community officials.
15. Works with financial advisors on grant procurement and administration, investment of City funds, and financing for City projects.
16. Prepares reports on grants; ensures all regulations and rules are followed.
17. Refers costly and unbudgeted purchases to Council for approval.
18. Assists citizens in completing abatement forms; tracks parcel numbers; updates street addresses, and maintains related records.
19. Assists in coordinating information flow between City committees, City Engineer, City Attorney, City Planner, Planning Commission, and City Council on a variety of issues.
20. Attends workshops and conferences to keep up to date in municipal affairs as directed by Council; and take initiative to recommend clerk workshops and conferences to City Council for approval.
21. Acts as custodian of all official documents, records, ordinances, and resolutions for the City. Updates, codifies, and distributes all pertinent documents. Responsible for the direction of records management in all departments and the city's adherence to the Records Retention Schedule.
22. Coordinates special projects and performs other duties as assigned or apparent.
23. Consistently behave in a courteous and professional manner.
24. Be flexible in dealing with change in routines and work pro-actively to implement new procedures as necessary.
25. Plan, develop, and implement administrative policies, rules, and regulations.
26. Oversees administrative portion of all City improvement projects.
27. Prepares all required reports and file them in a timely manner with the appropriate authority.

28. Operates a variety of office equipment, including but not limited to, networked personal computer, and typewriter.
29. Handles all paperwork related to development in the city.
30. Maintain confidentiality of all city information pursuant to guidelines of Minnesota Statutes.
31. Other duties as assigned.

### **III. Qualifications**

#### **A. Minimum Qualifications**

1. Five years of highly skilled secretarial experience
2. Post secondary degree in office management, office procedures or related education, or equivalent work experience.
3. Two years experience working in City Clerk's office.
4. Recent work experience handling questions, requests, and complaints from customers or citizens, both in person and via the telephone.
5. Two years of personal computer and word processing experience; intermediate level of proficiency in Microsoft Word and Excel.
6. Minimum accurate typing speed of 60 wpm.
7. Note taking ability sufficient to render accurate and complete meeting minutes.
8. Excellent public relations skills.
9. One year of experience transcribing dictation.
10. Ability to lift and move up to 40 pounds.
11. Valid Minnesota Driver's License
12. Excellent oral and written communication skills.
13. Good time management and prioritizing skills.
14. Demonstrate ability to meet bonding requirements

#### **B. Preferred Qualifications**

1. State and/or International City Clerk certification.
2. Advanced level of proficiency in Microsoft Outlook, Microsoft Excel, and Microsoft Access.
3. One year of experience overseeing municipal elections, providing staff support for council meetings, and maintaining official city records.
4. Knowledge of municipal government operations, procedures, public relations, financing, purchasing, and administration.

### **IV. Essential Knowledge, Skills, and Abilities**

- A. **Communications**: Demonstrate ability to read and understand correspondence, memoranda, and directives, and follow such directives. Demonstrate extensive knowledge of office procedures and practices. Demonstrate the ability to deal tactfully and effectively with all City personnel, outside agencies, vendors, and the general public. Ability to understand and follow complex oral and written instructions. Ability to compose clear, concise correspondence and minutes. Considerable ability to communicate effectively, both orally and in writing with City staff, county officials, elected officials, and the public. Ability to work effectively with all governmental bodies and agencies, city employees and the public.
- B. **Decision Making**: Demonstrate ability to act in a decisive manner, using good judgment. Demonstrate ability to assess problems and situations, anticipate needs, and evaluate alternative.

Demonstrate knowledge of the utilization of appropriate resources and willingness to communicate the use of available resources.

- C. **Interpersonal Relationships:** Demonstrate ability to work in cooperation with other staff members. Demonstrate ability to be consistent in dealing with people; Demonstrate ability to accept criticism and/or discipline. Demonstrate ability to establish and maintain effective **relationships** with other employees and positive public service relationships with members of the general public.
- D. **Professional Attitude:** Demonstrate commitment to the organization; willingness to take initiative; dependability; maturity in relationships with others; and self-confidence. Must represent the organization to other agencies and citizens with a courteous, helpful, and accurate business-like attitude. Demonstrate ability to exemplify the leadership by encouraging initiative, effective completion of work assignments, and appropriate resource utilization. Demonstrate ability to keep management informed of matters he/she must know to adequately perform the responsibilities of the position. Ability to work as a team member.
- E. **Quality of Work:** Demonstrate ability to operate in an efficient and safe manner all equipment for the position in accordance with City policy and direction. Demonstrate initiative and independence in completion of work responsibility. Demonstrate ability to produce quality, accurate work, detect, and correct errors; utilize work time properly and productively. Considerable ability to prioritize work, research files, and analyze problems and develop appropriate recommendations. Ability to handle detail and follow through in the completion of projects. Ability to meet deadlines. Ability to exercise initiative, discretion, and independent judgment. Ability to work effectively under pressure and to competently handle a number of different tasks in a single period of time. Ability to plan and perform duties with only general minimum supervision. Considerable ability to keep accurate and complete records and files. Demonstrate ability to perform all essential position functions under the working conditions as described. Ability to work evenings.
- F. **Technical Knowledge:** Demonstrate knowledge of election laws and procedures. Demonstrate considerable knowledge of City ordinances, resolutions, and policies. Demonstrate working knowledge of city programs, functions, and services, in order to expeditiously respond to public inquiries. Demonstrate ability to use computers, copy machines, and other office equipment. Considerable knowledge of state and county election procedures and operations. Considerable knowledge of laws, rules, and regulations affecting City government. Considerable knowledge of modern office practices, procedures, and equipment including knowledge of computer operation and software packages. Working ability to keep up to date with changing laws, rules, and regulations.
- G. **Physical Abilities:** ability to read and discern visual images on a variety of media. Must have the ability to remain seated or standing at the same work station for up to eight hours at a time with appropriate breaks in that time frame. Demonstrate ability to type accurately on a computer keyboard. Demonstrate ability to record names and numbers accurately (e.g., not transpose numbers and/or letters.) Must have the ability to get the mail from the post office, to keep the office clean, empty trash, and occasionally lift boxes of files weighing 40 pounds. The incumbent in this position must be able to see, hear, talk, and use hands and fingers. In addition, must be able to lift and move bulky election equipment, which weighs up to 40 pounds. 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 required to stand for long periods of time while operating copy machine. The employee must also sit and talk or hear for extended periods of time. The employee is required to handle or feel objects, tools, or controls; and reach with hands and arms for a majority of the work time. The employee is occasionally required to operate personal vehicle to pick up and deliver various supplies, or other items required.
- H. **Schedules and Other Conditions:** Eight hours per day, Monday, Tuesday and Thursday, plus evening City Council, Planning Commission and Committee meetings. May also require other additional hours, particularly at election times.

- I. **Mental Abilities:** Must have a general learning ability, including the ability to understand meanings of words and ideas associated with them and use them effectively, the ability to perform arithmetic operations quickly and accurately, and the ability to perceive pertinent detail in verbal and tabular matter.