



POSITION DESCRIPTION

Title	Administrative Assistant – Deputy City Clerk
Department	Executive
Representation	International Brotherhood of Electrical Workers Local 483
FLSA Status	Non-exempt
Pay Grade/Salary	Grade 14 / \$22.61-\$27.48 per hour

GENERAL PURPOSE

This part time position assists the City Clerk in carrying out the programs and activities of the City Clerk Function. This position may be assigned responsibility for drafting and finalizing City Council agenda, minutes and follow-ups, implementing the City's records management program, and performing related duties as assigned. This position may be assigned to other departments as needed to provide assistance and support for a variety of City events and functions. This position may be assigned to act as a liaison for City staff to volunteer boards and commissions.

SUPERVISION

This position performs work under the direct supervision of the Mayor or designee. Although this position has no supervisory responsibilities, occasionally supervision of volunteer or temporary staff may be required.

HOURS OF WORK

Hours of work are as established under the contract with the IBEW with the following exceptions:

- Work hours may be flexible to accommodate attendance, when required, at regularly scheduled City Council, Planning Commission or committee meetings.
- May be required to perform assigned duties at city events.
- May be required to coordinate City facility rentals outside of normal working hours.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Although the primary duties of the Deputy City Clerk are listed below, 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 this position.

Under the direction of the Mayor or designee:

- Prepare for and provide support to the City Clerk, attend regular and special City Council meetings on behalf of the City Clerk as directed. Prepare, finalize and distribute agendas, minutes and follow ups for Council.
- Attend regular Planning Commission meetings on behalf of the City Clerk as directed. Prepare, finalize and distribute agendas, minutes and follow ups for the Planning Commission.
- Prepare public notices, bids and City documents for publication in accordance with the Revised Code of Washington (RCW) and other applicable laws and regulations.
- Administer the City's record management program and monitor retention schedules in accordance with state archiving and recording laws and regulations.
- Storage of all official documents and pertinent records of the City.
- Coordinate and monitor all public records requests pursuant to the RCW.
- Coordinate and maintain records of appointments to all committees, boards and elected positions.
- Prepare for and assist in conducting City elections in accordance with all applicable state and federal requirements.
- Maintain and update the City website, including but not limited to meetings, minutes, agendas and the calendar for City Administration.
- Maintain and purchase office supplies for Mayor/Executive office.
- Proofread materials as requested for conformance with City policies and procedures and for grammatical accuracy.
- Coordinate travel arrangements for City Council and City officials.
- Provide information and access to City records for other staff and the public and conduct research on more complex inquiries, retrieving and making copies for City Council actions and other public documents upon request.
- Act as a Notary Public by notarizing and certifying City documents as required.
- Provide clerical support to the City Clerk, the City Administrator and to City officials as requested.
- Support front office administration duties by assisting with customers both in person and via telephone, and by providing backup support to the utilities clerk, payroll clerk, and others in the front office. This includes processing payments and mail, and participating in daily reconciliations. Also assists in processing pet licenses, business licenses and passports.
- Assist with processing of new hire paperwork and with new hire orientation.
- Promote positive public relations and responsive customer service.
- Conduct research and prepare or participate in the preparation of reports, calendars and procedure manuals.
- May be required to fulfill City Clerk duties in the City Clerk's absence and to perform other duties as assigned.
- Coordinate the rental of City facilities including promotions, scheduling, issuance of keys and inspections for deposit refunds during normal working hours.
- May act as liaison with the Event Committee and Park Board.

MINIMUM QUALIFICATIONS

Graduation from high school or a GED equivalent, and

- Two years of progressively responsible administrative experience involving the development and maintenance of detailed and complex records, the meeting of critical deadlines and the interpretation of laws, regulations and other legal requirements.
- Graduation from an accredited business training program or an associates degree in a related field,
- Or an equivalent combination of education, training and/or experience.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of

- Modern records management techniques.
- Professional secretarial practices, procedures and equipment.
- Personal computers, spreadsheets and word processor applications including Microsoft Office products.
- Professional customer service techniques and phone skills.
- Public relations techniques to resolve difficult customer situations.

SKILL IN

- Excellent customer service, both internally, to the media and with the public.
- Microsoft Office word processing at a high level of efficiency.
- Exemplary organization of records, documents and computer files.
- Paying high attention to detail while performing in a fast paced environment.

ABILITY TO

- Prepare clear, concise and complete meeting documentation and other written correspondence and reports.
- Learn the legal requirements pertaining to the recording and preservation of municipal actions including modern records management techniques for recording, retention and disclosure.
- Understand and interpret RCW regulations for Washington cities pertaining to recording requirements and records retention.
- Organize work, set priorities, meet critical deadlines and follow up on work assignments with a minimum of supervision.
- Learn Municipal Code provisions that are related to the operations of the City Clerk's function and matters which come before the Council.
- Exercise tact and diplomacy in interpersonal dealings which are difficult, highly sensitive and confidential.
- Establish and maintain effective working relationships with the Mayor, department directors, employees, elected officials and the public.

- Understand and follow oral and written direction.
- Learn office policies, rules and practices.

PREFERRED QUALIFICATIONS

Education and Experience

- Associates degree in business or a related field.
- Washington State municipal government experience.

DESIRABLE QUALIFICATION

- Municipal Clerk certification.

LICENSING AND OTHER REQUIREMENTS

Must be bondable and have a current Washington State driver's license or be able to obtain one shortly after hire. Incumbent must be available to attend council meetings, both regular and special.

TOOLS AND EQUIPMENT USED

Operates a variety of office machines including personal computers and related equipment, calculator, copier and other specialized equipment related to assigned activities.

PHYSICAL DEMANDS

The physical demands 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.

- Required to sit, talk, and hear; frequently required to use hands to finger, feel or handle objects, computers and office supplies which require repetitive arm, wrist and hand movement.
- May be required to sit for extended periods of time.
- Occasionally required to stand and reach with arms and hands, climb, balance, stoop, kneel, crouch, bend or crawl.
- Specific vision abilities include close, distant, color and peripheral vision, depth perception and the ability to adjust focus.
- The employee is occasionally required to lift or move 30 pounds.
- May visit job sites that require walking on uneven, rocky or rough ground.
- Requires mental acuity to ensure thorough mental analysis of situations in a fast-paced environment.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work indoors in a clean, climate-controlled workspace.
- This position works in an open office environment where the work of others may cause distraction in addition to the requirement to respond to phones and in-person contacts.
- May be exposed to upset and irate customers and clients.
- Work generally involves concentration and attention to detail.
- Occasionally requires visits to other City environments and may require travel for training.

DISCLAIMER

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.