

**CITY OF LA VISTA**  
**MAYOR AND CITY COUNCIL REPORT**  
**APRIL 17, 2018 AGENDA**

<b>Subject:</b>	<b>Type:</b>	<b>Submitted By:</b>
POSITION DESCRIPTION UPDATE	RESOLUTION ORDINANCE ♦ RECEIVE/FILE	KEVIN POKORNY DIRECTOR OF ADMINISTRATIVE SERVICES

**SYNOPSIS**

Job descriptions for positions in Administrative Services have been updated.

**FISCAL IMPACT**

The positions are currently budgeted and included in the adopted compensation ordinance.

**RECOMMENDATION**

Approval

**BACKGROUND**

Updates for the following positions have been prepared:

- City Clerk
- Deputy City Clerk

## POSITION DESCRIPTION CITY OF LA VISTA

**POSITION TITLE:** City Clerk

**POSITION REPORTS To:** Director of Administrative Services

**POSITION SUPERVISES:** Executive Assistant, Accounting Clerk, Permit Tech,  
Secretary/ReceptionistAdministrative Assistant I, Administrative Assistant II,  
Administrative Assistant III, Deputy City Clerk

**DESCRIPTION:**

Under the direction of the Director of Administrative Services and in accordance with Section 31.22 of the La Vista Municipal Code, directs, manages and oversees the activities and operations of the City Clerk's office including public service operations and support, records management, licensing and elections.

**ESSENTIAL FUNCTIONS:** (: (with or without reasonable accommodation)

1. Directs, manages and oversees all activities and services in the City Clerk's office including public service operations and support, records management, licensing and elections.
2. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures and allocates resources accordingly.
3. Plans, directs and coordinates the work plan for the City Clerk's office; assigns projects, evaluates work methods and procedures; meets with staff to identify and resolve problems.
4. PreparesOversees, reviews and edits the City Council agenda and minutes; reviews Council agenda and documentation package; ensures compliance with legal requirements.
5. Serves as a member of the City's management team. Attends all City Council meetings and coordinates the recording, transcribing, editing and publication of Council minutes.
6. Maintains custody of official records and archives of the City including ordinances, resolutions, contracts, deeds, insurance documents and minutes; certifies copies as required.
7. Supervises the publication of ordinance and legal notices ensuring compliance with the City Code and State Statutes.
8. Attests, publishes, indexes and files ordinances and resolutions.
9. Serves as the primary signatory of all City checks, executes official City documents and maintains custody of the City seal; deposits City funds in a timely manner consistent with City policies.
10. At the direction of the Civil Service Commission, serves as Civil Service Secretary/Chief Examiner.
11. Oversees the issuance of all City permits and licenses and the collection of all related fees.
12. Oversees the licensing and insuring of all City vehicles.
- 12.13. Coordinates the risk management program for the City and confers with the Director of Administrative Services on claims status and policy renewals.
- 13.14. Represents the City Clerk's office to all departments and outside agencies; coordinates the City Clerk's office activities with those of other departments and outside agencies and organizations.
- 14.15. Attends and participates in professional group meetings; stays abreast of changing developments and new legislation related to the City Clerk's office and municipal operations.
- 15.16. Responds to and resolves difficult and sensitive citizen inquiries and complaints.
- 16.17. Performs other duties as assigned.

**Note:** Physical examination and drug screening tests will follow all conditional offers of employment.

#### **ESSENTIAL PHYSICAL AND ENVIRONMENTAL DEMANDS**

The physical and environmental demands listed here are representative of those that must be met/tolerated by an employee to successfully perform the essential functions of the job.

- Work is performed mostly in office settings. Hand-eye coordination is necessary to efficiently operate computers and various pieces of office equipment.
- While performing the duties of this job, the employee is occasionally required to stand or sit; walk; use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; talk and hear.
- The employee must occasionally lift and/or move up to 10 pounds.
- Specific vision abilities required by this job include close vision, distance vision, depth perception and the ability to adjust focus.
- Must be able to hear and understand voices at normal conversational levels.
- Occasionally, the employee may visit construction or work sites, which may be dusty, noisy and hazardous.

#### **EDUCATION, TRAINING, LICENSE, CERTIFICATION AND EXPERIENCE**

1. Graduation from an accredited ~~four year~~<sup>four-year</sup> college or university, with major coursework in public administration or a related field.
2. Five years of progressively responsible managerial, supervisory or administrative experience in records management, office management or a related field, preferably in municipal government.
3. Certified Municipal Clerk designation from IIMC.
4. Must possess or be able to acquire a valid driver's license.
5. Must be bondable to the amount specified by statute or City policy.
6. Must be able to acquire State notary status.
7. The City may accept any equivalent combination of education and experience.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

1. Knowledge of modern ~~office procedures~~<sup>office procedures</sup>, methods and computer equipment.
2. Basic computer skills, including experience with Microsoft Office (Word, Outlook, Excel, Access and Power Point).
3. Knowledge of Generally Accepted Accounting Principles and understanding of the municipal budgeting process.
4. Knowledge of principles and methods of record keeping and report writing.
5. Ability to communicate effectively, both orally and in writing.
6. Ability to select, supervise, train and evaluate staff.
7. Ability to manage, direct and coordinate the work of staff.
8. Ability to develop and administer an efficient records management system.
9. Ability to prepare clear and concise administrative reports.
10. Ability to research, analyze and evaluate new service delivery methods and techniques.
11. Ability to interpret and apply Federal, State and local policies and laws and regulations.
12. Ability to maintain confidentiality.
13. Ability to exercise sound, ethical judgment in evaluating situations and making decisions.
14. Ability to work independently as part of the team and with the public.
15. Ability to establish and maintain effective working relations with city officials, fellow employees, members of the public and patrons.
16. Ability to work a varying schedule, including nights and weekends.
17. Ability to maintain regular and dependable attendance on the job.

**Disclaimer:**

This position description does not constitute an employment agreement between the City and the employee, and is subject to change by the employer as the needs of the City and the requirements of the position change over time.

I have read and understand the requirements of this position description.

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Signature

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Date

## POSITION DESCRIPTION CITY OF LA VISTA

**POSITION TITLE:** Deputy City Clerk

**POSITION REPORTS TO:** City Clerk

**POSITION SUPERVISES:** Provides general supervision to staff in City Clerk's Office in the absence of City Clerk

### **DESCRIPTION:**

The Deputy City Clerk is responsible for directly supporting and assisting the City Clerk. The Deputy City Clerk also performs the functions and duties of the Clerk in the absence of the Clerk.

### **ESSENTIAL FUNCTIONS:** (with or without reasonable accommodation)

1. ~~Responsible for all aspects of City Council meeting preparation including, but not limited to: meeting and legal notifications; assembly and review of packet materials; drafting of agenda, resolutions and ordinances; and coordination of meeting logistics. Assists with all aspects of City Council meeting preparation and follow-up including but not limited assisting in the review of submitted agenda items, preparing resolutions and ordinances, ensuring departments submit necessary materials, review final product for quality control, meeting and legal notifications, letters, reports and filing.~~ In the absence of the City Clerk, handles City Council meeting logistics and responsibilities of the City Clerk as designated by Nebraska State Statute.
2. Attends all City Council meetings.
3. May serve as the City Clerk's designee for Civil Service matters as required and assist with all aspects of the Civil Service process including coordination of meetings and preparation of packets, coordination of testing times and materials, etc.
4. Provides administrative support for the City Clerk and other areas, including records management, purchasing, legislation, insurance maintenance and incident tracking.
5. Assists City Clerk with ADA Coordinator duties including but not limited to complaint tracking, compliance requirements, meeting coordination and planning.
6. Recommends training related to appropriate office protocol.
7. Assists with budget preparation and monitoring.
8. Assists in reviewing requests for proposals (RFPs) and monitoring projects and deadlines.
9. Coordinates with front office staff to create/update processes and procedures.
10. Receives and responds to citizen inquiries via telephone or in person.
11. Assists in greeting visitors and answering the telephone as the situation dictates.
12. Prepares reports and correspondence.
13. Conducts or assists with special projects as required.
14. Performs other duties as directed or as the situation dictates.

### **ESSENTIAL PHYSICAL AND ENVIRONMENTAL DEMANDS**

The physical demands listed are representative of those that must be met by an employee to successfully perform the essential functions of the job.

- Work is performed mostly in office settings. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- While performing the duties of this job, the employee is occasionally asked to stand or sit; walk; use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; talk and hear.
- The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- Must be able to hear and understand voices at normal conversational levels.

### **EDUCATION, TRAINING, LICENSE, CERTIFICATION AND EXPERIENCE**

1. Associate degree in any area or equivalent.
2. Minimum of 2 years of increasingly responsible experience in office and administrative support procedures and processes, preferably in municipal government.
3. Minimum of 2 years of supervisory experience.

4. Any equivalent combination of education, training and experience which demonstrates the knowledge skills and ability to perform the above described duties will be considered.

**EDUCATION, TRAINING, LICENSE, CERTIFICATION AND EXPERIENCE (CONTINUED)**

5. Must possess or obtain Certified Municipal Clerk Certification within 5 years of employment.

**KNOWLEDGE, SKILLS AND ABILITIES**

1. Knowledge of modern office procedures, methods and program applications including Microsoft Office (Outlook, Word, Excel & Power Point), Adobe Acrobat and other program applications appropriate to assigned duties. Ability to operate office equipment such as personal computer, postage meter, photocopier and fax machine.
2. Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with proven accuracy and attention to detail.
3. Strong written and verbal skills
4. Ability to understand, organize, index and reference a wide variety of administrative information and records.
5. Basic mathematical skills.
6. Proven ability to handle confidential information with discretion.
7. Emotional maturity and conflict resolution skills.
8. Flexibility, excellent interpersonal skills, ability to work well with all levels of internal management and staff as well as members of the public and vendors.
9. Demonstrates ability to achieve high performance goals and meet deadlines in fast paced environment.
10. Highly resourceful team-player with the ability to be extremely effective both independently and as a team member.
11. Forward looking thinker, who actively seeks opportunities and proposes solutions.
12. Ability to type or enter data at a speed necessary for successful job performance.
13. Ability to work independently, prioritize work, meet deadlines, and make decisions on the basis of established policies and procedures.
14. Ability to apply common sense understanding in carrying out written and oral instructions.
15. Ability to work a varying schedule, including evenings and weekends.
16. Ability to establish effective working relationships with city officials, fellow employees, and members of the public and maintain them over time.
17. Ability to maintain regular and dependable attendance on the job.

**Contributions this Position Makes to the City**

This position provides highly responsible administrative support to the City Clerk and contributes to the success of the City by assisting in the supervision, planning and coordination of the City Clerk's Office.

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I have read and understand the requirements of this position description.

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Signature

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Date