

CITY OF LA VISTA
MAYOR AND CITY COUNCIL REPORT
APRIL 6, 2021 AGENDA

Subject:	Type:	Submitted By:
POSITION DESCRIPTION UPDATES	RESOLUTION ORDINANCE ◆ RECEIVE/FILE	PAM BUETHE CITY CLERK

SYNOPSIS

Updated position descriptions for the Deputy City Clerk and part-time Clerical Assistant/Receptionist have been prepared.

FISCAL IMPACT

The FY21/FY22 biennial budget contains funding for all personnel costs in the City Clerk's Department and is adequate to incorporate this change.

RECOMMENDATION

Approval

BACKGROUND

The office of the City Clerk is an essential function of the City and as such it is necessary to ensure the continuity of knowledge and experience. While the Deputy City Clerk position is the second in command of the department, as the position evolved over the years, the supervisory element was lost.

The recommended update will place the Deputy City Clerk in a supervisory role over the part-time Clerical Assistant/Receptionist and other Department staff members in the absence of the City Clerk.

The update to the position description for the Clerical Assistant/Receptionist also reflects this change in supervision.

The Deputy City Clerk range is proposed to change from Grade 13 (\$22.22-\$31.23/hour) to Grade 16 (\$26.00-\$36.41).

POSITION DESCRIPTION CITY OF LA VISTA

POSITION TITLE: Deputy City Clerk

POSITION REPORTS TO: City Clerk

POSITION SUPERVISES: Part-time Clerical Assistant/Receptionist and pProvides general supervision for
staff in City Clerk's Department in the Clerk's absence, absence of City Clerk

DESCRIPTION:

The Deputy City Clerk is responsible for directly supporting and assisting the City Clerk and providing supervision of the Part-time Clerical Assistant/Receptionist.—The Deputy City Clerk also performs the functions and duties of the Clerk in the Clerk's absence, 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. 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.
- 16.17. Ability to affectively supervise and lead staff in creating a cohesive, motivated workgroup.
- 17.18. 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 Department.

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.

Signature

Date

POSITION DESCRIPTION CITY OF LA VISTA

Position Title: Clerical Assistant/Receptionist
Position Reports To: City ClerkDeputy City Clerk
Position Supervises:

Description

Under the direction of the Deputy City Clerk, serves as the front receptionist responsible for answering incoming calls, directing calls to appropriate contacts, greeting and directing guests, and minimal clerical duties.

Essential Functions (with or without reasonable accommodation)

1. Answers and directs telephone calls. Will transfer caller to a voice mailbox when the contact is unavailable.
2. Greets and directs visitors to the City.
3. Receives and responds to citizen inquiries.
4. Provide callers or visitors with information such as City addresses, directions to City buildings, City phone or fax numbers, City website, and other related information.
5. Performs general filing assignments.
6. Opens and processes incoming mail. Oversees out-going mail as relates to postage meter operation.
7. Scans documents/records into Laserfiche and helps the City/Clerk/Deputy City Clerk with records management.

Non-essential Functions

1. May order and manage office supplies and make necessary arrangement for office equipment repair as needed.
2. Performs administrative staff backup as needed.
3. Conducts or assists with special projects as needed.

Essential Physical and Environmental Demands

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

1. Work is performed mostly in office settings. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.
2. 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. Hearing abilities correctable to normal levels.
3. 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.

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

Education, Training, License, Certification and Experience

1. Graduation from an accredited high school or GED.
2. Secretarial/receptionist experience preferred.

Knowledge, Skills and Abilities

1. Knowledge of standard office policies and procedures.
2. Basic knowledge of word-processing, spreadsheets and databases, preferably MS Office, Word, Excel and Access.
3. Telephone and customer service skills.
4. Basic alphabetization and filing skills.
5. Basic money changing skills.
6. Ability to type 45 words per minute.
7. Basic mathematical skills.
8. Ability to follow instruction.
9. Ability to read and write proficiently.
10. Ability to work independently without direct supervision.
11. Ability to operate office equipment such as personal computer, postage meter, photocopier and fax machine.
12. Ability to establish and maintain effective working relations with City officials fellow employees and patrons.
13. Ability to maintain regular and dependable attendance on the job.

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

(Signature)

(Date)