

Deputy City Clerk

SUMMARY/PURPOSE

The Deputy City Clerk is a professional, management-level position that works directly with the City Clerk to perform and oversee the Charter and statutory duties of the City Clerk's Office, as well as direct public service functions. This position assumes full responsibility and signature authority in the absence of the City Clerk. Work is complex and varied and includes responsibility for overseeing the day-to-day operations of the City Clerk's Office, including the direct supervision of the office team. This classification is responsible for managing operations in the City Clerk's Office and providing support to assigned boards and commissions including the City Council, managing assigned elections, advising citywide on data retention and records management, managing the licensing system of the City, and providing support citywide for mail and copying services.

SUPERVISION RECEIVED

The supervisor sets the overall objectives and resources available. The incumbent and supervisor, in consultation, develop the deadlines, projects, and work to be done.

SUPERVISION GIVEN

Does have supervisory responsibility, typically for employees with little discretion. Makes decisions and/or recommendations about hire, termination, pay, and performance.

ESSENTIAL DUTIES AND RESPONSIBILITIES (other duties may be assigned)

1. Assume full responsibility and signature authority in the absence of the City Clerk, including administering oaths of office.
2. Work in conjunction with the City Clerk to perform and oversee all charter, statutory, and constitutional duties of the City Clerk.
3. Assist the City Clerk in the oversight of City Council administrative support, including but not limited to, equipping the City Council with the resources, systems, and support necessary to properly and effectively discharge their official duties.
4. Act as a liaison on issues relating to the Clerk's Office throughout the organization at all levels and externally to concerned customers, citizens, and external agencies.
5. In conjunction with the City Clerk, serve as liaison and staff support for the City Council, including recording, filing, indexing, preserving, and publishing resolutions and proceedings in accordance with applicable law and policy.
6. In conjunction with the City Clerk, manage all election processing, including preparing ballot, recruiting and training election judges, managing voter registration, and creating and enforcing voting procedures, ensuring compliance with state and federal laws related to municipal elections.
7. Assist in the development and administration of the budget for the City Clerk's office.
8. Assist in the development and implementation of records management policies/procedures to ensure the maintenance and custody of official records and archives of the City, including ordinances, resolutions, contracts, agreements, deeds, insurance documents, and minutes.
9. In conjunction with the City Clerk, serve as Secretary to the City Council; Alcohol, Gambling, & Tobacco Commission; and any other boards or commissions assigned.
10. Manage and oversee the City Mail Room and Copy Center.
11. Manage and oversee the Clerk's permitting and licensing processes and associated systems as assigned.
12. Manage employee performance, and provide training, coaching, and mentoring for employees.
13. Provide clear, sufficient, and timely direction and information to the employees about plans, expectations, tasks, and activities.
14. Demonstrate highly-effective leadership by promoting and supporting the mission and vision of the organization, recognizing and defining issues, and taking initiative towards improvements.
15. Recommend the hire, transfer, assignment, promotion, employee grievance resolution, discipline, suspension, or discharge of assigned personnel.

16. Provide for ongoing training of employees in emerging methods, trends, technologies, and proper and safe work methods and procedures.
17. Coordinate with various City departments, other government agencies, and community groups to develop methods of sharing resources, minimizing duplication, and simplifying procedures.
18. Establish and maintain positive working relationships with employees by maintaining two-way communication, producing consistent results, advocating for the team when appropriate, and offering expertise to improve processes, systems, and the organization.
19. Other duties may be assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
 - A. Bachelor's degree in Public Administration, Business Administration, Management, or related professional field, and four (4) years of related professional experience serving in a similar public capacity or serving a board of directors; OR a minimum of seven (7) years of related education and/or full-time, verifiable professional experience serving in a similar public capacity, or serving a board of directors.
 - B. One year of experience must be in a supervisory/lead position of similar complexity and level of responsibility.
2. License Requirements
 - A. Possess and maintain a valid Minnesota Class D driver's license or privilege.
3. Knowledge Requirements
 - A. Knowledge of the principles and practices of public administration, structure and functions of municipal government, and legislative political processes.
 - B. Knowledge of all ordinances and statutes regarding public meetings, elections, and records retention.
 - C. Knowledge of problem-solving and conflict-resolution techniques.
 - D. Knowledge of applicable safety requirements.
 - E. Knowledge of, or the ability to learn, City policies and procedures.
 - F. Knowledge of federal, state, and local laws, statutes, regulations, codes, and standards related to the area of responsibility.
 - G. Knowledge of effective leadership and personnel practices.
 - H. Knowledge of business and management principles involved in strategic planning, resource allocation, human resources practices, leadership technique, and coordination of people and resources.
 - I. Knowledge of budgetary and management principles, practices, and procedures.
 - J. Knowledge of the structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
4. Skill Requirements
 - A. Skill in accurate communication throughout the organization and externally using various media.
 - B. Skill in maintaining and enhancing professional relationships and providing effective customer service.
 - C. Skill in making accurate computations.
 - D. Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.
 - E. Skill in managing one's own time and the time of others.
 - F. Skill in completing assignments accurately and with attention to detail.
 - G. Skill in mediation and dispute resolution.

- H. Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
 - I. Skill in motivating, developing, and leading people.
5. Ability Requirements
- A. Ability to understand and apply the full range of modern principles and best practices specific to City government codification, archival recordkeeping, Minnesota Data Practices Statutes, City policies, and Open Meeting laws.
 - B. Ability to provide effective leadership of the division, galvanizing employees around a shared vision and mission.
 - C. Ability to facilitate group problem-solving, manage conflict, and negotiate positive outcomes.
 - D. Ability to develop policies, procedures, and operating standards governing the activities of division employees and demonstrate an ability to ensure that employees follow such policies, procedures, and standards.
 - E. Ability to plan, organize, and maintain records.
 - F. Ability to demonstrate a respect for and commitment to identify and meet diverse customer needs and to continuously improve customer service.
 - G. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
 - H. Ability to communicate and interact effectively with members of the public.
 - I. Ability to communicate effectively both orally and in writing.
 - J. Ability to recognize, analyze, and problem-solve a variety of situations.
 - K. Ability to consistently and independently prioritize one's own work and the work of others, including scheduling, assigning staff, and securing resources.
 - L. Ability to handle difficult and stressful situations with professional composure.
 - M. Ability to establish goals and objectives.
 - N. Ability to set expectations and provide training in safe and proper work methods, development, and coaching for employees.
 - O. Ability to interpret and apply laws, contracts, regulations, policies, and procedures.
 - P. Ability to manage a budget and work within the constraints of that budget.
 - Q. Ability to enforce safety rules and regulations.
 - R. Ability to maintain confidential information.
 - S. Ability to demonstrate dependability, responsibility, and consistency in job performance.
 - T. Ability to exercise sound judgment in making critical decisions.
 - U. Ability to analyze, organize, and prioritize work while meeting multiple deadlines.
 - V. Exhibits leadership qualities of dependability and accountability.
 - W. Ability to attend work as scheduled and/or required.

Physical Demands

The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking, standing, bending; carrying of light items such as papers, books, small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work Environment

The work environment involves everyday risks or discomforts requiring normal safety precautions typical of places such as offices, meeting and training rooms, libraries, and residences or commercial vehicles (e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc.). The work area is adequately lighted, heated, and ventilated.

HR:	Union: Supervisory	EEOC: Paraprofessional	CSB:	Class No: 1354
WC: 8810	Pay:	EEOF: Admin/Finance	CC:	Resolution:

ASSISTANT Deputy City Clerk

SUMMARY/PURPOSE

The Deputy City Clerk is a professional, management-level position that works directly with the City Clerk to perform and oversee the Charter and statutory duties of the City Clerk's Office, as well as direct public service functions. This position assumes full responsibility and signature authority in the absence of the City Clerk. Work is complex and varied and includes responsibility for overseeing the day-to-day operations of the City Clerk's Office, including the direct supervision of the office team. This classification is responsible for managing operations in the City Clerk's Office ~~including~~ and providing support to assigned boards and commissions including the City Council, managing assigned elections, advising ~~City-wide~~ citywide on data retention and records management, managing the licensing system of the City, and providing support ~~City-wide~~ citywide for mail and copying services. ~~The classification also serves as the City Clerk in his/her absence~~

SUPERVISION RECEIVED

The supervisor sets the overall objectives and resources available. The incumbent and supervisor, in consultation, develop the deadlines, projects, and work to be done.

SUPERVISION GIVEN

Does have supervisory responsibility, typically for employees with little discretion. Makes decisions and/or recommendations about hire, termination, pay, and performance.

ESSENTIAL DUTIES AND RESPONSIBILITIES (other duties may be assigned)

1. Assume full responsibility and signature authority in the absence of the City Clerk, including administering oaths of office.
2. Work in conjunction with the City Clerk to perform and oversee all charter, statutory, and constitutional duties of the City Clerk.
3. Assist the City Clerk in the oversight of City Council administrative support, including but not limited to, equipping the City Council with the resources, systems, and support necessary to properly and effectively discharge their official duties.
- 4.4. Act as a liaison on issues relating to the Clerk's Office throughout the organization at all levels and externally to concerned customers, citizens, and external agencies.
5. In conjunction with the City Clerk, serve as liaison and staff support for the City Council, including ~~prepare~~ recording, filing, indexing, preserving, and ~~distribute agendas publishing resolutions~~ and proceedings and maintain in accordance with applicable law and policy.
2. In conjunction with the City Clerk, manage all ~~records~~.
- 3.6. Manage all ~~election~~ election processing, including ~~prepare~~ preparing ballot, ~~recruit~~ recruiting and ~~train~~ training election judges, ~~manage~~ managing voter registration, and ~~create~~ creating and ~~enforce~~ enforcing voting procedures. , ensuring compliance with state and federal laws related to municipal elections.
7. ~~Retain~~ Assist in the development and ~~manage~~ administration of the budget for the City Clerk's office.
- 4.8. Assist in the development and implementation of records and information, including management policies/procedures to ensure the maintenance and custody of official copies of records such as and archives of the City, including ordinances and resolutions, contracts, agreements, deeds, insurance documents, and minutes.
- 5.9. In conjunction with the City Clerk, serve as Secretary to the City Council, Alcohol, Gambling, & Tobacco Commission, Charter Commission, Mayor's Appointment Committee, and any other boards or commissions assigned.
- 6.10. Manage and oversee the City Mail Room and Copy Center.
- 7.11. Manage and oversee the ~~City Licensing system~~ Clerk's permitting and licensing processes and associated systems as assigned.
8. ~~Serve as City Clerk in his/her absence or as assigned, including administering oaths of office.~~

- ~~9. Prioritize, assign, and direct the work of assigned staff, including establishing work standards, effectively recommend employment action, hire, discharge, etc., provide performance evaluations, delegate authority and responsibility, train and communicate instructions and information.~~
12. Manage employee performance, and provide training, coaching, and mentoring for employees.
13. Provide clear, sufficient, and timely direction and information to the employees about plans, expectations, tasks, and activities.
14. Demonstrate highly-effective leadership by promoting and supporting the mission and vision of the organization, recognizing and defining issues, and taking initiative towards improvements.
15. Recommend the hire, transfer, assignment, promotion, employee grievance resolution, discipline, suspension, or discharge of assigned personnel.
16. Provide for ongoing training of employees in emerging methods, trends, technologies, and proper and safe work methods and procedures.
17. Coordinate with various City departments, other government agencies, and community groups to develop methods of sharing resources, minimizing duplication, and simplifying procedures.
18. Establish and maintain positive working relationships with employees by maintaining two-way communication, producing consistent results, advocating for the team when appropriate, and offering expertise to improve processes, systems, and the organization.
19. Other duties may be assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed ~~below~~ are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements

- A. ~~A Bachelor's degree in business administration, office~~Public Administration, Business Administration, Management, or ~~any research-based~~related professional field, ~~plus and~~ four (4) years of ~~verifiable-related~~ professional experience serving in a similar public capacity, or serving a board of directors; OR ~~a minimum of~~ seven (7) years of ~~related education and/or full-time,~~ verifiable ~~professional~~ experience serving in a similar public capacity, or serving a board of directors; ~~or~~.
- B. ~~A combination~~One year of ~~verifiable~~ experience ~~must be in a supervisory/lead position of similar complexity and/or education accepted as equivalent.~~ level of responsibility.

2. License Requirements

- A. ~~Must possess a~~Possess and maintain a valid Minnesota Class D driver's license ~~valid in Minnesota.~~ or privilege.

3. Knowledge Requirements

- A. ~~Knowledge of the principles and practices of public administration, structure and functions of municipal government, and legislative political processes.~~
- A-B. Knowledge of all ordinances and statutes regarding public meetings, elections, and records retention.
- B-C. Knowledge of ~~the principles~~ problem-solving and ~~practices of project management.~~ conflict-resolution techniques.
- D. Knowledge of applicable safety requirements.
- E. Knowledge of, or the ability to learn, City policies and procedures.
- F. Knowledge of federal, state, and local laws, statutes, regulations, codes, and standards related to the area of responsibility.
- G. Knowledge of effective ~~supervisory~~ leadership and personnel practices.
- C-H. Knowledge of business and management principles involved in strategic planning, resource allocation, human resources ~~practices and procedures.~~ leadership technique, and coordination of people and resources.
- I. Knowledge of budgetary and management principles, practices, and procedures.

J. Knowledge of the structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

4. Skill Requirements

- ~~A. Skill in the use of computers and other electronic devices along with their application software.~~
- ~~B.~~ A. Skill in accurate communication throughout the organization and externally using various media.
- ~~C.~~ B. Skill in maintaining and enhancing professional relationships and providing effective customer service.
- ~~D.~~ C. Skill in making accurate computations.
- D. Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.
- E. Skill in managing one's own time and the time of others.
- F. Skill in completing assignments accurately and with attention to detail.
- G. Skill in mediation and dispute resolution.
- H. Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- I. Skill in motivating, developing, and leading people.

5. Ability Requirements

- A. Ability to understand and apply the full range of modern principles and best practices specific to City government codification, archival recordkeeping, Minnesota Data Practices Statutes, City policies, and Open Meeting laws.
- B. Ability to provide effective leadership of the division, galvanizing employees around a shared vision and mission.
- C. Ability to facilitate group problem-solving, manage conflict, and negotiate positive outcomes.
- D. Ability to develop policies, procedures, and operating standards governing the activities of division employees and demonstrate an ability to ensure that employees follow such policies, procedures, and standards.
- ~~A.~~ E. Ability to plan, organize, and maintain records.
- ~~B.~~ Ability to maintain confidentiality
- ~~F.~~ Ability to demonstrate a respect for and commitment to identify and meet diverse customer needs and to continuously improve customer service.
- G. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
- ~~C.~~ H. Ability to communicate and interact effectively supervise others with members of the public.
- I. Ability to communicate effectively with both orally and in writing.
- J. Ability to recognize, analyze, and problem-solve a variety of situations.
- K. Ability to consistently and independently prioritize one's own work and the work of others at various organizational levels both, including scheduling, assigning staff, and securing resources.
- L. Ability to handle difficult and stressful situations with professional composure.
- M. Ability to establish goals and objectives.
- N. Ability to set expectations and provide training in safe and proper work methods, development, and coaching for employees.
- O. Ability to interpret and apply laws, contracts, regulations, policies, and procedures.
- ~~D.~~ P. Ability to manage a budget and work within and without the organization using various media the constraints of that budget.
- ~~E.~~ Q. Ability to read enforce safety rules and comprehend complex documents including legal documents regulations.
- ~~F.~~ R. Ability to provide effective customer service, often under trying conditions maintain confidential information.

- S. Ability to ~~prepare clear, concise~~ demonstrate dependability, responsibility, and complete consistency in job performance.
- T. Ability to exercise sound judgment in making critical decisions.
- U. Ability to analyze, organize, and prioritize work while meeting documentation and other written correspondence multiple deadlines.
- G.V. Exhibits leadership qualities of dependability and reports accountability.
- H.W. Ability to attend work on a regular basis. as scheduled and/or required.

Physical Ability Requirements Demands

- A. ~~Ability to work for long periods while seated at a desk.~~
- B. ~~Ability to talk and hear to exchange information.~~
- C. ~~Ability to occasionally stoop, kneel, crouch, and reach to file information.~~
- D. ~~Ability to occasionally lift and carry items such as reports and paperwork weighing up to 25 pounds.~~

The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking, standing, bending; carrying of light items such as papers, books, small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work Environment

The work environment involves everyday risks or discomforts requiring normal safety precautions typical of places such as offices, meeting and training rooms, libraries, and residences or commercial vehicles (e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc.). The work area is adequately lighted, heated, and ventilated.

HR: CT	Union: Supervisory	EEOC: Paraprofessional	CSB: 05/07/2013	Class No: 1354
WC: 8810	Pay: 4055	EEOF: Admin/Finance	CC: 05/13/2013	Resolution: 13-0254R