JOB DESCRIPTION
CLASS CODE: 0310

DEPUTY CITY CLERK

SUMMARY: The position of Deputy City Clerk performs administrative duties in direct support of the City Clerk and serves as the City Clerk in his/her absence. The incumbent also provides direct administrative and clerical support to the Mayor and City Council Members, and as such handles a broad scope of proprietary and confidential information. The position participates in the preparation of electronic City Council agenda packets, serves as supervisor to the Records Manager and is tasked with receiving and distributing official City documents. This position assists the City Clerk in carrying out a variety of city-wide management level assignments. Work is done independently within the guidelines of specific laws, policies and procedures. The position works under continual public and inter-departmental contact and the pressure to meet strict deadlines. The incumbent works with detailed, complex, and sensitive materials and must exercise considerable judgment, diplomacy, and positive communication skills as a routine part of the job.

ESSENTIAL JOB FUNCTIONS: Serves as deputy to City Clerk and acts in the capacity of City Clerk when the clerk is absent, unavailable or otherwise unable to act for any reason.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Performs a series of interrelated administrative and clerical duties directly concerned with the work of the City Clerk. Composes correspondence, types from dictating equipment, assists with preparation of reports and meeting agendas.
- Prepares electronic agenda packets using SIRE Technologies Software for the City Council and assists Commission support staff with electronic agenda packet issues.
- Serves as the lead point of contact and trainer for the Agenda Management, Committee Management, and Minutes Plus Modules of the SIRE Technologies software.
- Coordinates meeting schedules and arrangements for meetings of Council, Boards and Commissions, and outside agencies. Prepares notice of agenda and records and prepares minutes as assigned.
- Supervises the Record's Manager in the ongoing development, implementation and maintenance of the City's comprehensive Records Management Program in compliance with the adopted City and State Records Retention Schedules.
- Stays abreast of current technology, practices, procedures, laws, and mandates associated within the Municipal Clerk field.
- Posts and maintains accurate departmental content on the City's website and assists the City Clerk in web management assignments.
- Assists the City Clerk in his/her role as Public Information Officer (PIO) and serves as the PIO as needed.
- Develops and manages Social Media efforts for all City departments.
- Designs, creates, and publishes the City of Valdez Quarterly newsletter.
- Assists the City Clerk in all aspects of preparation for City and State elections.
- Assists the City Clerk in drafting proclamations, resolutions and ordinances.
- Screens and responds to citizen's concerns in a courteous manner, independently providing responses within scope of knowledge, or initiating appropriate actions to respond to requests.

DEPUTY CITY CLERK

- Researches Valdez Municipal Codes and/or Alaska State Statutes for Council and City departments.
- Compiles data from various sources, preparing summary reports, and completing statistical calculations as required.
- May train and supervise temporary help and elections workers.

KNOWLEDGE, SKILLS AND ABILITIES:

- Considerable knowledge of municipal administration, City laws and operations.
- Working knowledge of laws relating to conduct of City council meetings.
- Basic knowledge relating to public records administration.
- Considerable knowledge of standard office practices and procedures, equipment and clerical/administrative techniques.
- Advanced knowledge of business English, composition, spelling, grammar, and punctuation.
- Ability to analyze complex office problems, and develop and implement solutions.
- Advanced ability in the use of personal computers and other standard office equipment.
- Ability to type 50 wpm accurately
- Skill in taking and transcribing minutes.
- Ability to maintain confidentiality.
- Ability to communicate effectively, both orally and in writing.
- Ability to maintain a work environment conducive to positive attitudes and increased motivation.
- Ability to establish and maintain effective working relationships with other employees, officials, community groups, and the general public.
- Ability to work under pressure and to organize and prioritize work and special projects to meet essential deadlines.

MINIMUM QUALIFICATIONS:

Five years of progressively responsible administrative support in a governmental agency. Experience should include advanced personal computer skills working within a windows environment or any combination of education and experience which would provide the applicant with the desired skills, knowledge, and ability required to perform the job. Basic knowledge of records management is required, with a preference for advanced skills. A job related Associates Degree and/or Certified Municipal Clerk (CMC) designation is preferred.

LICENSES:

Must possess, or be able to obtain Certified Municipal Clerk (CMC) status within three years of employment.

Must possess, or be able to obtain Alaska Notary Public status within three months of employment.

Must possess, or be able to obtain Alaska Driver's License