City of Benson
City Council Communication

Regular Meeting **March 24, 2014**

To: Mayor and Council Agenda Item # 3

From: Bradley J. Hamilton, Interim City Manager/Director of Public Works/City Engineer

Subject:

Discussion and possible action on a request to fill the Deputy City Clerk position

Discussion:

The Clerk's office is looking to fill the position of a full-time permanent Deputy City Clerk. Currently this position is vacant due to the resignation of an employee.

Attached is the current job description.

Staff Recommendation:

Council pleasure

Job Description

TITLE:	**Deputy City Clerk**	**JOB CODE:**	
DEPARTMENT:	Administration	**FLSA:**	Non-Exempt
PREPARED:	November 2004	**UPDATED:**	1/2011

Summary: Under general supervision, performs a variety of administrative tasks to support the Clerk; assists in maintaining and retrieving City records; prepares, copies and distributes City Council agenda packets; coordinates publication of legal notices; provides information for the City management, employees, volunteers and the general public.

Essential Job Functions: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Assists in preparation of the agenda packets for Council meetings; oversees the copying, assembly and distribution of packets; posts and publishes agendas; communicates with the news media and coordinates advertisement of the agendas.
- Attends regular and special City Council meetings in the absence of the City Clerk; performs an accurate recording of the proceedings; prepares the minutes in proper legislative terminology.
- Assists in all regular and special City elections, including interfacing with State and County regulatory and oversight departments.
- Receives, reviews and logs citizens' record requests; distributes to appropriate departments for follow-up; provides instruction in how to comply with requests as needed.
- Maintains, monitors and updates the filing systems; reads and determines where documents should be filed within the system; researches files to ensure that documents are available for staff and public viewing; makes copies for the public as requested; destroys records in accordance with records retention schedules. (Upon implementation, will maintain and update the laser-fiche system.)
- Posts and advertises public notices, ordinances and resolutions approved by the Mayor and Council; coordinates posting of Council items with newspapers and all media, including the website.
- Manages the City Clerk's portion of the website.
- Organizes and prioritizes own work to meet established deadlines; provides administrative support for the Mayor and Council; helps maintain and update calendars; makes travel arrangements for staff in the City Clerk Department.
- The Deputy Clerk serves as the City Clerk in the Clerk's absence; oversees Department activities and staff; assists at the front counter with customers and answers customer's inquiries.
- Serves as a notary public.
- Performs other related duties as assigned.
- Provides additional support to the administration office as requested.

Required Knowledge and Skills:

- Knowledge of City policies, procedures and programs.
- Knowledge of laws, regulations, policies and procedures governing the City Clerk's Office.
- Knowledge of applicable laws, regulations, policies and procedures impacting human resources programs and records.

- Skill in reading and applying City rules and regulations.
- Skill in assessing and prioritizing multiple tasks, projects and demands.
- Skill in working within deadlines to complete projects and assignments.
- Skill in establishing and maintaining effective working relations with co-workers, other City employees and the public.
- Skill in the use of a personal computer and standard business software.
- Skill in the use of basic office machinery to include postage meters, copiers, printers and adding machines.
- Skill in communicating effectively, both orally and in writing.
- Skill in following and effectively communicating verbal and written instructions.

Education and Experience

- High School diploma or GED and five (5) years of experience in accounting functions and working with complex computer systems. Associates Degree preferred.
- Must receive Certified Municipal Clerk designation within three (3) years of appointment.
- State of Arizona driver's license.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office environment; may be subject to repetitive motion such as typing, data entry and vision to monitor; may be subject to extended periods of intense concentration in the review of reports.
- May be subject to bending, reaching, kneeling and lifting such as retrieving files, records and ledgers.
- Occasionally requires lifting and/or moving up to 30 pounds.

Equipment and Tools Utilized:

- Equipment utilized includes computerized and conventional office equipment.

Approvals:

Employee: _____ **Date:** _____

Supervisor _____ **Date:** _____

Department Head: _____ **Date:** _____