



**CITY OF WEBSTER CITY
JOB BAND DESCRIPTION**

POSITION: Deputy City Clerk

JOB – BAND CLASSIFICATION: Senior Administrative/Supervisor

Definition: Serves as principal administrative assistant to the City Manager. Provides a variety of services to the general public, vendors, and all city employees. Serves as acting City Clerk as needed.

Essential Functions:

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer.

Essential duties and responsibilities may include, but are not limited to the following:

- Work with staff, the general public, and elected officials providing a high level of administrative support services.
- Maintains records, processes information, and responds to inquiries or requests for information.
- Maintain confidentiality of work-related issues and City information.
- Performs clerical duties requiring independent analysis and judgment in processing non-routine inquiries, requests and information.
- Work is characterized by diversified procedures and precedents, with general instructions.
- Processes complex documents to assure completeness and accuracy, where considerable procedural knowledge is required.
- Compiles special reports from available records and research.
- Work is characterized by complexity and variety, with substantially diversified procedures and specialized standards, and minimal supervision.
- Prepare and assemble working and final agendas for posting and distribution to City Council members, City staff and the public.
- Oversee preparation of supporting material and development of materials required for such meetings and distribute the supporting material and agenda to the City Council and appropriate City staff.
- Oversee the posting notice of the meetings in compliance with state requirements.
- Assumes duties of City Clerk in his/her absence.

- Research public records and provide information to the public and staff members concerning City Council actions as requested.
- Maintain list of active City committees and committee members.
- Maintain City Council record of proceedings minute book.
- Screen telephone calls and furnish information, take messages, refer calls, distribute correspondence and other communications received; receive inquiries and concerns on behalf of the City Manager.
- Assist with City ordinance codification process.
- Assist the City Clerk in the administration and conduct of municipal elections.
- Certify, notarize and record City documents as needed.
- Provide support to other City Commissions or Subcommittees as assigned.
- Required to report to assigned worksite as scheduled.
- Performs other duties of a similar nature or level as assigned.

While these areas are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as a part of their role with the City.

Supervision Exercised:

None

Required Competencies:

Includes, but is not limited to, the following:

Customer Service – Greets citizens and answers incoming questions via telephone, in person, and other forms of communication.

Cooperation – Works as a team member and is willing to work with all members of city staff, outside agencies, contractors and general public.

Organizational Skills – Prioritizes job duties and functions within specified deadlines, maintains proper records, handles multiple assignments simultaneously, and experiments with methods to improve job performance.

Research Skills – Ability to utilize resources and locate information necessary for all job duties.

Communications Skills – Must be able to effectively communicate both orally and in writing with the general public and co-workers to build a team concept.

Education, Experience and Technical Skills Required:

High school diploma or equivalent required. An associate degree in administrative field and/or three years of experience in administrative assistant position preferred. One to two years of experience public sector desirable. Must be bondable, Notary Public Certification required within six months of hire.

Physical and Environmental Requirements:

Ability to sit for extended periods of time. Strength to push, pull, or lift up to 50 lbs. Eyesight sufficient to distinguish colors. Hearing sufficient to hear verbal and phone conversations. Reading, writing and speaking skills sufficient to fulfill requirements of position. Ability to work alone as well as in a group.

FLSA/Wage Hour Status: Non-Exempt