

ASSISTANT TO THE CITY MANAGER

DESCRIPTION

To perform a variety of administrative and managerial responsibilities in the conduct and management of the activities of preparing City Council agendas, minutes, and Council packets, as well as responding to Public Records request and maintaining all official City records.

SUPERVISION RECEIVED AND EXERCISED

Reports to and receives general direction from the City Manager.

May exercise direct supervision over clerical staff.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

Perform City Clerk - related functions, as well as some duties related to the official business of the City Council.

Compile information for agenda preparation; collect background information; assemble agenda for printing; distribute packets to City Council and various agencies.

Attend City Council meetings and study sessions; prepare minutes and other documents; direct the publication, filing, indexing and safekeeping of all proceedings of the Council.

Prepare and distribute updates and revisions of Council Policy and those of city boards, commissions and committees.

Respond to inquiries from the public by letter, telephone and in person regarding Council action and records; research information for public or city staff when necessary.

Maintain administrative files including historical legal documents, resolutions, ordinances, agreements, deeds and annexations.

Serve as custodian of the city seal and city archivist for official records.

Process all municipal elections to County Elections Office and maintain election files for all municipal/special elections; receive initiatives and process accordingly.

Maintain list of commissions and boards; receive applications for membership on boards and commission; publish notices for vacancies; process applications for Council selection; notify applicants of results.

Assist City Manager in responding to various inquires related to city operations, policies, and programs.

CITY OF MARYSVILLE
Assistant to the City Manager (Continued)

Serve as financial disclosure officer for Fair Political Practices Commission for campaign disclosure forms and statement of economic interest.

Represent the department to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

Build and maintain positive working relationships with co-workers, other city employees and the public using principles of good customer service.

Process Worker's Compensation Claims and coordinate other confidential HR-related activities.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Pertinent federal, state and local laws, codes and regulations.

Election laws and procedures.

Political reform requirements.

Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

Business English, spelling and arithmetic.

Principles and methods of record keeping and report writing.

Modern office procedures, methods and computer equipment.

Principles and practices of supervision, training and performance evaluation.

Ability to:

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at a desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone and write or use keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

CITY OF MARYSVILLE
City Clerk (Continued)

Provide information and organize material in compliance with laws, regulations and policies.

Direct the retention/destruction of official records in accordance with applicable laws and regulations.

Meet the public, understand their questions and provide information.

Type at a speed necessary for successful job performance.

Gain cooperation through discussion and persuasion.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Four years of increasingly responsible journey level secretarial experience including two years of supervisory experience.

Training: Equivalent to completion of the twelfth grade supplemented by additional specialized training in the functions and activities of a City Clerk's Office; a Bachelor's degree in a related field is desirable.