



City of Kingman, Arizona

Classification: Deputy City Clerk

Department: City Clerk

Accountable To: City Clerk

Created/Revised Date: April 2016

FLSA Status: Non-Exempt **Salary Grade:** 211 **Band:** C **EEO4:** 6

GENERAL DESCRIPTION OF POSITION

The Deputy City Clerk assists the City Clerk in planning, organizing, and coordinating all aspects of the City Clerk's Office as assigned. Performs a wide variety of technical, highly responsible, and specialized administrative duties including; maintaining and managing Citywide municipal records programs; reporting on and maintaining actions of the City Council; maintaining and updating City Code; managing municipal licensing and permitting programs; participating and coordinating Intergovernmental Relations; monitoring legislation and proposed bills impacting municipalities during legislative sessions; assists in coordination of City elections and performing related duties as required.

SUPERVISION RECEIVED

Works under the general direction and supervision of the City Clerk.

SUPERVISION EXERCISED

May exercise supervision over administrative support staff, as assigned.

ESSENTIAL DUTIES & RESPONSIBILITIES Essential Functions are not intended to be an exhaustive list of all responsibilities, duties and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform it.

- Supervises and participates in agenda packet compilation, preparation and distribution; Assists the City Clerk in the technical preparation, recordation and transcribing of proceedings during special and regular meetings and public hearings of the City Council and other Boards and Commissions as assigned; Attends meetings and coordinates required follow-up on meeting action items. Ensures that all Council agenda, minutes and notifications are posted within the Open Meeting Law requirements.
- Coordinates communications between the City Council and other City departments; Clarifies issues relating to City Council meetings and formal meeting procedures.
- Prepares and processes the City Council Meetings, Adopted Resolutions, Ordinances and minutes after each meeting; Presents minutes to City Council for approval.
- Assists in the management of resolutions, ordinances and other technical documentation files; Records and certifies documents and official records.
- Arranges the preparation and publication of official notices, agendas, ordinances and resolutions.
- Assists the City Clerk in the planning and conducting of City elections.
- Maintains absolute confidentiality of work-related issues and City information.
- Processes liquor license and special events permit applications and writes correspondence.
- Provides information on City programs, code, ordinances, processes, procedures, activities, and policies to staff, other agencies, and the public; Provides customer assistance on a wide variety of subjects, researching City records, and/or referring them, when necessary, to appropriate government agencies; Refers the most complex or unusual questions to City Clerk or City Attorney.
- Assists in the management of assigned operations to achieve goals within available resources; Assists in planning and organizing department workloads and staff assignments. Studies and recommends procedures to improve efficiency and effectiveness of operations.

- May make presentations to supervisors, boards, commissions, civic groups and the general public, as assigned.
- As assigned, trains staff in operation of personal computer database records, using both written and oral instructions; Assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.
- Administers the City's business licensing program, including, but not limited to providing information, accepting applications, billing and collecting fees, coordinating with other departments, issuing, enforcing, and preparing monthly, quarterly, annual, and other reports.
- Develops, implements, and maintains business licensing, council action and other city records on computer databases; Initiates, researches, and compiles a variety of studies, reports, and related information; Assists in maintaining records inventory and retention schedules.
- Provides public records and information to citizens, civic groups, the media and other agencies as requested and in accordance to rules and procedures.
- Assists department with records management by establishing, organizing and maintaining filing system; scans and indexes records into electronic document management systems; performs records retention and destruction report preparation.
- Assists City Clerk in the coordination and administration of the bidding processes and processing of City contracts.
- Develops, edits, or compiles various department reports such as monthly City Manager's report, monthly project status report, annual strategic plan, etc.; analyzes statistical data and generates standard reports.
- Conducts research and gathers information from multiple sources for department and City projects.
- Communicates and acts in a professional manner with the public, co-workers, and work contacts.
- Regular attendance is an essential function of this job to ensure continuity.
- May be required to work early mornings, evenings, holidays and/or weekends as needed.
- Performs all work duties and activities in accordance with City policies and procedures; follows safety policies and practices, works in a safe manner, and reports unsafe activity and conditions.
- Attends evening and special meetings that involve long hours and attention to detail.

Legislative and Intergovernmental Relations

- Coordinates the City's legislative and intergovernmental activities and programs; monitors local, state and federal legislation.
- Analyzes and conducts research on legislative proposals, and works with City departments, City Manager, and City Council to address areas of legislative concern and/or opportunity; seeks input and feedback on proposed legislation and provides recommendations.
- Participates in discussions regarding the City's position on legislation of interest with legislators and attempts to persuade them to support these positions.
- Participates in the development of City's strategic legislative platform and coordinates each issue through the policy making process.
- Develops and maintains regular and periodic reports.

PERIPHERAL DUTIES

- Acts for the City Clerk in case of absence, or as otherwise delegated.
- Assists in diagnosing and solving computer problems and upgrades; Participates in the writing of computer or other office equipment specifications or in the development of computer programs for specified applications.
- Attends seminars and workshops related to City Clerk's duties and responsibilities.
- Provides backup administrative duties to the City Manager's and Mayor's office as required.
- Serves as a notary public.
- May serve as a member of various employee committees.
- Performs related duties as required.
- Performs special assignments as requested.

DESIRED MINIMUM QUALIFICATIONS

Education and experience:

- Completion of a Bachelor's degree in business/public administration, political science, or a closely related field.
- A minimum of three (3) years of related experience providing executive level administrative support, preferably within a City Clerk's or other related municipality/local government office capacity.

- Some experience in monitoring pending legislative and movement through the Arizona State legislature and working with departments and officials in articulating its potential impact to local government preferred.
- Certification as a Municipal Clerk is desirable.
- Any combination of education, experience and training which demonstrates the knowledge and experience to perform the work.

Necessary Knowledge, Skills and Abilities:

Knowledge: Working knowledge of City organization, operations, policies and procedures; Federal, State, City and County laws, statutes, and ordinances relating to City government administrations; Federal and State Legislative processes and intergovernmental relations to include coordination of activities and communications; Principles and practices of modern records management, record retention and contract management; Municipal election process; Principles and practices leadership and supervision; Thorough knowledge of office practices and procedures; Customer service procedures and techniques; English spelling, grammar and punctuation; General bookkeeping practices and cash handling processes.

Skills: Skill in operation of listed tools and equipment; Interpreting, understanding and applying applicable Federal and State rules and regulations, and City policies and procedures; Assessing and prioritizing multiple tasks, projects and demands; Utilizing computers and relevant software applications; Working under pressure of deadlines and establishing and maintaining cooperative working relationships with employees, officials, other agencies and the general public; Reading and interpreting data, manuals and specifications; Taking and transcribing accurate minutes of meetings; Proofreading materials; Troubleshooting problems.

Abilities: Ability to accurately record and maintain records; Establish and maintain effective working relationships with employees, other departments, officials and the public; Communicate effectively, and provide clear explanations and answers, both orally and in writing; Effectively use computerized data management systems; Conduct research, analyze findings and prepare clear and concise reports and recommendations; Comprehend and make inferences from written material such as proposed legislation, legal opinions, Municipal Code, State statutes, Council and committee minutes in order to assess compliance with legal requirements. Respond to requests and inquiries from the general public, media, and city departments. Comprehend, summarize, edit and review documents for accuracy; Plan, organize, and/or direct the activities of others; Review and evaluate their work products; establish and maintain effective and accurate records and filing systems; Gather, research and interpret data; Carry out assigned projects to their completion and perform multi-tasks with numerous interruptions; Prepare legislative research and outlines, council agenda packets, minutes, write memoranda, correspondence, reports and produce written documents with clearly organized thoughts using proper English sentence construction, punctuation, and grammar; Interpret rules, regulations, and policies and make decisions based upon them; Maintain confidentiality of information; Perform basic mathematical calculations; Participate in teamwork productively.

SPECIAL REQUIREMENTS

- Valid Arizona Driver’s License or ability to obtain within 6 months of hire.
- Ability to be bondable.
- Must have or obtain a Notary public certification within six (6) months.
- Certified Municipal Clerk or ability to become certified within three years.
- Certified Arizona Election Official, or ability to become certified within three years.

WORK ENVIRONMENT

The work environment characteristics attached to the job description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. See Physical Demands.

Expected Behavior/Quality of Services:

Excellence is the responsibility of everyone at the City of Kingman. We lead by our core values in constant pursuit of excellence:

Commitment – Dedicate oneself to consistent and excellent public service.

Innovation – Implement unique, creative and cost-effective solutions.

Communication – Communicate in a positive, honest and productive manner.

Integrity – Adherence to high ethical standards.

Diversity – Promote inclusiveness and impartiality throughout the organization.

Personal Responsibility – Take initiative to achieve excellence and accept accountability, uphold confidentiality, know when to report indiscretions and inappropriate actions even when it may be uncomfortable to do so, take responsibility for your work environment.

Respect – Demonstrate a high regard for others, support each other.

Teamwork – Promote and encourage cooperative efforts, open communication and trust, encourage positive feedback.

All City employees are expected to conduct themselves consistent and in support with the above values.

SELECTION GUIDELINES

Submittal/review of employment applications, screening/rating of application in relation to training and experience to job description and overall presentation and job history/stability, oral interview, reference and background check. Supplemental job related tests may be required.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel in this position. This job description is subject to change as the needs and requirements of the position changes.

EMPLOYEE SIGN OFF

I have read through the job description and have a good understanding of the requirements for my performance in this position and find it to be an accurate description of the demands of this position. I acknowledge it is incumbent upon me to seek clarification from my supervisor/manager for any questions I may have regarding the requirement/responsibilities of my position. I also acknowledge that I can fulfill the essential functions of my position. Should I need to seek reasonable accommodations, I acknowledge I will contact my supervisor/manager or Human Resources to pursue options.

Employee Signature:_____

Date:_____

Employee Printed Name:_____