

**DEPUTY CITY CLERK
CITY CLERK'S OFFICE**

FLSA : **EXEMPT**
CIVIL SERVICE : **NOT INCLUDED**
BARGAINING UNIT : **NON-BARGAINING**

GENERAL STATEMENT OF DUTIES

Professional, administrative position responsible for planning, organizing and supervising the daily activities of the City Clerk's Office clerical staff, including but not limited to assisting City Clerk in preparation of agendas and minutes for City Council and committee meetings and other permanent records and documents. The work is performed under the general direction of the City Clerk, but considerable leeway is granted for the exercise of independent judgement and initiative. Supervises three-four clerical employees and is responsible for day-to-day operations of department in absence of City Clerk.

EXAMPLES OF ESSENTIAL FUNCTIONS
(Illustrative Only)

These functions are considered essential for successful performance in this job classification.

1. Plans, organizes, directs and reviews work of City Clerk staff.
2. Administers preparation of agenda for all Council and committee meetings.
3. Coordinates preparation of established ordinances, resolutions, permanent records and documents.
4. Assists with the rental unit registration program.
5. Coordinates all legal notices for newspaper publication.
6. Assists in preparation of special assessment materials.
7. Assists in preparation of City Council orientation materials.
8. Prepares the city newsletter and special documents as directed.
9. Compiles reports, performs data entry and completes forms on personal computer using the applicable software.
10. Answers questions orally and in writing from City staff, the media, elected officials and the public pertaining to City Clerk information.
11. Attends City Council meetings as directed.
12. Serves on various boards, as the City representative, as directed.

13. Monitors legislative issues related to City government.
14. Assists in preparing ordinances and policy changes.
15. Maintains effective communications with supervisor, coworkers, other department employees, elected officials, the media and the public.
16. Works independently and with others with limited supervision.
17. Performs all work duties and activities in accordance with OSHA, City and City Clerk's Office policies, procedures and safety rules.
18. Attends work regularly at the designated place and time.
19. Performs all other related work as assigned.

REQUIRED KNOWLEDGE & ABILITIES

1. Thorough knowledge of administrative practices, including team building, goal setting and the development of modern office management systems.
2. Thorough knowledge and experience in use of Microsoft Office products, in particular Word, Excel, and Publisher.
3. Ability to learn related software applications, enter and retrieve information on a computer, develop computer-generated reports and update records.
4. Ability to supervise, direct, monitor and review clerical staff.

5. Ability to read, understand and follow government regulations regarding document retention.
6. Ability to respond to questions from elected officials, the media, coworkers, other department employees and the public tactfully and in a clear, concise and easily understandable manner.
7. Ability to communicate effectively and maintain working relationships with other City employees, supervisors and elected officials.
8. Ability to keep accurate and thorough records.
9. Ability to work with people from a broad variety of social, economic, racial, ethnic, and educational backgrounds.

ACCEPTABLE EXPERIENCE & TRAINING

1. Bachelor's Degree in business management, public administration, accounting or other closely related field with minimum three years progressively more responsible experience in office management or business

OR

Associates' Degree in office management, accounting or related field with a minimum of five year's progressively more responsible related experience

OR

Any equivalent combination of education and experience that provides the knowledge, skills and abilities necessary to perform the work.

2. Significant supervisory experience essential.
3. Experience with Microsoft Word, Excel, and Publisher required.
4. Prefer municipal or county government experience.
5. Willing to attend Municipal Clerk's Certification program, as directed.

6. If operating a City vehicle, must have Iowa Driver's License and good driving record based on the City of Waterloo driver performance criteria.

ESSENTIAL PHYSICAL ABILITIES

The following physical abilities are required with or without accommodation.

1. Sufficient speech and hearing that permits the employee to communicate effectively with other employees, the media, elected officials, the public and other government subdivisions in person or by telephone.
2. Sufficient personal mobility that permits the employee to move from one office location to another and attend meetings in or outside of City Hall.
3. Sufficient vision and manual dexterity that permits the employee to operate a personal computer, handle files and perform other administrative responsibilities.

MISCELLANEOUS

1. The City of Waterloo will conduct a background investigation including education, employment and criminal history checks on any applicant being considered for this position.

WORK SCHEDULE

Generally 8:00 a.m. to 5:00 p.m. Monday through Friday with one hour unpaid lunch. Must also be available outside these hours for department or City activities or meetings that require the attendance of the Deputy City Clerk.

A.A./E.E.O.

Minority, female & disabled individuals are encouraged to apply.