

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Assistant City Clerk</u>
Sch & Grade	<u>PAT-8</u>
Class Code	<u>EC20</u>
FLSA Status	<u>Exempt</u>
Bargain Unit Elig.	<u>Not Eligible</u>
Occupational Group	<u>Admin Support</u>

PRIMARY PURPOSE:

To perform responsible administrative and managerial functions for the City Clerk's Office.

SUPERVISION:

Under general supervision of the City Clerk. Provides direction and supervision to office support staff.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Serves as an assistant to the City Clerk and acts on behalf of the City Clerk when necessary.
2. Assists the City Clerk in researching, analyzing and studying work procedures and operating methods and makes recommendations for improvement.
3. Works with City Clerk to effectively utilize support staff in completing responsibilities of the Office.
4. Implements records and information management policies and procedures; establishes records management systems to meet the demands of the office.
5. Develops, plans, and designs the organization's vital records protection and disaster prevention and recovery efforts.
6. Manages organization-wide records retention efforts, utilizing a variety of media storage types, to ensure adherence to legal requirements which affect the information for the city.
7. Oversees the City's records management program, including disposition of records in accordance with state regulations.
8. Assists the City Clerk in developing orientation and training programs regarding records management for City personnel.
9. Assists the City Clerk in organizing and managing clerical and administrative functions as well as analyzing and processing requests for information or service.
10. Uses independent judgment to determine matters which may be handled by self or others and makes appropriate referrals and advises City Clerk of same.
11. Maintains appointment calendars for Mayor, City Council and City Clerk.
12. Effectively communicates with City Clerk, City Council, and the general public to ensure issues and concerns are quickly addressed for resolution.
13. Initiates and coordinates efforts between the City Clerk, Mayor and/or City Council with other city officials regarding reports, meetings and inquiries.
14. Utilizes computer software applications to prepare correspondence and maintain automated records systems.

IMPORTANT FUNCTIONS:

1. Attends conferences, workshops, seminars, and other training for professional development purposes.
2. Travels to off-site locations to complete certain job duties.
3. Assists the City Clerk in preparation and administration of budgets for the City Clerk's Office, Mayor and City Council.
4. Makes travel arrangements, reservations and prepares required expense forms and reports for City Clerk and City Council.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Knowledge of modern office practices and standard English usage; computer software applications such as word processing, spreadsheet, and/or Database, Dreamweaver or similar Internet software.

Abilities

Ability to effectively plan, organize and coordinate office functions and provide direction to office support staff; learn and apply state regulations regarding records retention and recognized archival practices; learn and maintain familiarity with the City Code, official records, ordinances and municipal government operations; ability to analyze a variety of technical and administrative problems and to make appropriate and sound recommendations; effectively utilize computer software applications; maintain accurate records and prepare necessary reports; work independently exercising sound judgment; follow oral and written instructions; deal effectively and courteously with associates and the general public; communicate effectively both orally and in writing; establish and maintain effective working relationships with employees, elected officials and the general public; model and promote acceptance and respect for differences among employees and citizens; perform effectively as a member of a team in carrying out the City's stated mission and philosophy; perform the essential function of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

Typically requires a Bachelor's Degree from an accredited college or university with specialization in Office Administration, Business Administration, Public Administration, Records Management, or a related field plus two years of related work experience. Directly related work experience may be substituted for the formal education requirement on a year-for-year basis. Public sector work experience is preferred, but not required.

Physical Requirements

Performs reaching and bending to both ground level and overhead; lifts, carries, pushes, and pulls up to 50 pounds due to records retention activities; must have the ability to operate a computer keyboard and mouse.

Working Environment

Primarily indoors with heating and cooling regulated in a general office environment.

Licensing/Certification

Incumbent must be willing to attain appropriate professional certifications. Examples of such certifications include Certified Records Manager (CRM) or Certified Municipal Clerk (CMC).

Miscellaneous Requirements

If operating a motor vehicle for the purpose of completing job duties, incumbent must have a valid Missouri Motor Vehicle Operator's License. Some evening work is required; some occasional Saturday work may also be required.

Last Revision:	February 8, 2012	GENERAL ORDINANCE NO. 5089
Comments:	Updated Abilities	Date: June 4, 2001

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____ **Date:** _____

