General Statement of Duties

Provides advanced and specialized administrative, analytical and secretarial support for City Council and functions as the city's parliamentarian.

Distinguishing Characteristics

This class performs high level and specialized administrative and analytical support for City Council. It functions as the City’s parliamentarian. It functions as the database administrator for the ordinance, proclamation, and resolution tracing system. This class is distinguished from the Council Deputy Clerk, who performs professional level administrative work supporting the City Council, The Executive Director, and Legislative services staff on the day to day operations of the City Council office.

The Council Deputy Clerk is distinguished from the City Council Aide series, which provides administrative and/or professional support to city council members by managing administrative functions within Council members’ district offices, responding to and resolving constituent problems and inquiries, and providing guidance and advice to Council members.

Guidelines, Difficulty and Decision-Making Level

Guidelines are generally but not always clearly applicable, requiring the employee to exercise judgment in selecting the most pertinent guideline, interpret precedents, adapt standard practices to differing situations, and recommend alternative actions in situations without precedent.

Duties assigned are generally complex and may be of substantial intricacy. Work assignment is performed within an established framework under general instructions but requires simultaneous coordination of assigned functions or projects in various stages of completion.

Employee is responsible for determining time, place, and sequence of actions to be taken. Unusual problems or proposed deviations from guidelines, practices, or precedents may be discussed with the supervisor before being initiated.

Level of Supervision Received & Quality Review

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness, and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

Interpersonal Communication & Purpose

Contacts with the public or employees where explanatory or interpretive information is exchanged, defended, and gathered and discretion and judgment are required within the parameters of the job function.

Level of Supervision Exercised

None
**Essential Duties**

Staffs regular sessions of City Council. Prepares agendas, committee review sheets, meeting schedules and minutes. Introduces proclamations, resolutions, and proposed bills during Council meetings. Calls the roll and records votes. Maintains written records of meetings. Provides guidance to Council members on parliamentary procedures and Council rules.

Writes, reviews and edits descriptions of consent agenda items, council bills, committee agenda items, committee summaries, amendments, motions, notices and instructions to Council members.

Creates resource documents including committee assignment lists, roll call sheets, glossary of acronyms and abbreviations, index of motions, cheat sheets, calendars and others at the request of Council.

Develops implements and maintains databases that include legislative bills and survey data. Researches and provides responses to inquiries from Council members, Executive Director, Legislative Analysts and the public. Develops procedures regarding the use of the database and trains others to use it.

Functions as web page author for City Council.

Coordinates the creation of the Council brochure.

Processes legal protests filed with City Council pertaining to zoning matters. Prepares agenda language and instructions for Council members.

Responds to inquiries from citizens and the media pertaining to history and status of Council bills, public hearing procedures, Council rules and regulations.

Performs other duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

**Competencies**

Customer Service – Interacts with customers in a friendly and professional manner, works to resolve issues quickly and effectively, and is knowledgeable about products and services.

Information Management - Identifies a need for and knows where or how to gather information; organizes and maintains information or information management systems.

Oral Communication – Expresses information to individuals or groups effectively; taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues and responds appropriately.

Reading – Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

Writing – Writes in a clear, concise, organized, and convincing manner for the intended audience.

**Knowledge & Skills**

Knowledge of arithmetic sufficient to be able to perform a variety of calculations.

Knowledge of policies, procedures, rules, and laws relative to the specified area.
Knowledge of standard office practice and procedures sufficient to be able to process various types of paperwork associated with office support duties.

Skill in facilitating highly confidential matters related to the agency or departmental policy.

Skill in utilizing computer software to accomplish a variety of tasks.

**Education Requirement**

Associate's Degree in Secretarial Science, Business or a related field.

**Experience Requirement**

Three (3) years of administrative/secretarial experience which must include one year of experience at the type and level of an Executive Assistant II.

**Education & Experience Equivalency**

A combination of appropriate education and experience may be substituted for the minimum experience requirement except for the one year of experience at the type and level of Executive Assistant II.

**Licensure & Certification**

None

**Working Environment**

Pressure due to multiple calls and inquiries.
Subject to many interruptions.

**Level of Physical Demand**

1-Sedentary (0-10 lbs.)

**Physical Demands**

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Sitting: remaining in the normal seated position.
Handling: seizing, holding, grasping, or otherwise working with hand(s).
Fingering: picking, pinching, or otherwise working with fingers.
Talking: expressing or exchanging ideas by means of spoken words.
Hearing: perceiving the nature of sounds by the ear.
Repetitive motions: making frequent movements with a part of the body.
Eye/hand/foot coordination: performing work through using two or more.
Near Acuity: ability to see clearly at 20 inches or less.
Depth Perception: ability to judge distances and space relationships.
Field of Vision: ability to see peripherally.
Color Vision: ability to distinguish and identify different colors.
Lifting: raising or lowering objects weighing no more than 10 pounds, from one level to another.

**Background Check Requirement**

Criminal Check
Employment Verification
Education Check

**Assessment Requirement**

None

**Probation Period**

At-Will Position.

**Class Detail**

- Pay Grade: A-808
- FLSA Code: Y
- Management Level: 10
- Established Date: 1/1/2018
- Established By: Lori Schumann
- Revised Date: 43366
- Revised By: Blair Malloy

**Class History:**

9/23/18 – Title change from City Council Clerk to Council Clerk and revised job specification.