

City and Borough Sitka, Alaska

Class Specification

| | |
|----------------------------|---------------------|
| Class Title | Deputy Clerk |
| Class Code Number | 1150 |
| FLSA Designation | Exempt |
| Pay Grade and Range | 31 |
| Effective Date | June 2011 |

General Statement of Duties

Assists in the overall planning, administrating and operating a variety of functions prescribed by the City Charter, Sitka General Code, and state laws. The Deputy Clerk acts as an Assistant Department Head and will assist in the planning, organizing, and directing of the activities and functions of the Municipal Clerk's and Government Relations' offices on an equal basis, providing complex administrative support to the Government Relations Director, Municipal Clerk, and the Municipal Assembly as needed.

Distinguishing Features of the Class

The principal function of an employee in this class is to perform professional and administrative work in support of the Municipal Clerk, Government Relations Director and the Municipal Assembly. This position will oversee and/or perform a full range of administrative functions (e.g., development and maintenance, and implementation of a comprehensive electronic document and records management program, including legislative history; budget development and monitoring). This position supports both the Municipal Clerk and Government Relations Director, but functions with a high degree of independent judgment, initiative and discretion. This position will serve as the Municipal Clerk their absence. An employee in this class performs the duties of other employees in the capacity of an Assistant Department Head. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other department and city employees, state and federal officials and the public. The employee should possess strong interpersonal skills at all professional, political and social levels and have a high level of expertise in project planning, analysis, organizational skills, and technical implementation. An employee in this class should be an effective communicator, a decisive, goal-oriented, strategic thinker, and a creative problem solver. The employee should be resourceful, have a willingness to accept diverse work assignments, and have the ability to coordinate numerous small and large projects. The principal duties of this class are performed at a professional level in an upper-level management office environment.

Examples of Essential Work (Illustrative Only)

- Authors and prepares letters, memos, reports, forms, complex statistical data, (using spreadsheets) and other related documents as requested;

- Researches, issues and prepares findings as needed by the Municipal Clerk or Government Relations Director;
- Assists Municipal Clerk as needed by maintaining official board/commission/committee memberships;
- Copies and assists in the distribution of semi-monthly Assembly meeting packets;
- Provides technical assistance, coordination and support to, and serves in the absence of, the Government Relations Director in the areas of Coastal Management, Legislative and Congressional liaison, Transportation, Fisheries, and other specialized issues of institutional importance;
- Assists the Government Relations Director in the management of special projects, including grants development and administration, permit reviews, complex research, communication issues, public information and publicity;
- Manages special projects for the Municipal Clerk;
- Assists in the ongoing development and maintenance of information and sensitive records management systems; researches and disseminates documents to appropriate City and Municipal personnel and the public as necessary;
- Maintains calendars and arranges and publicizes meetings for other public officials when requested;
- Assists in the preparation of the Municipal Assembly's budgets;
- Issues and enters purchase orders and receipt materials electronically;
- Creates and maintains expiration files for leases and contracts;
- Arranges all travel, per diem and conference registrations for all appropriate personnel including the Municipal Assembly;
- Assists in updating legislative history by forwarding new laws for publication and identifying laws that need to be revised;
- Represents the Governments Relations Director, Municipal Clerk and Municipal Mayor often as the first point of contact either through answering telephones or greeting the public, providing information and referring individuals to appropriate personnel, departments or outside agencies as necessary;
- Hears complaints, takes actions to resolve problems and notifies the effected department heads of situations;
- Assists in the preparation and conduct of municipal and state elections;
- Attends monthly government-to-government meetings and records actions;
- Arranges for meals for any special meetings or work sessions of the Municipal Assembly;
- Keeps Municipal Clerk and Government Relations Director, and designated others, fully and accurately informed concerning potential problems and advises on what action has been taken;
- Serves as the Municipal Clerk in their absence;
- Performs assigned projects and tasks as designated by the Government Relations Director or Municipal Clerk;
- Acts as a liaison between the Municipal Clerk and Municipal Assembly and agency or legislative contacts;
- Performs administrative tasks or projects as assigned by the Clerk for the Mayor;
- Coordinate and/or participate in interdepartmental teams and committees as assigned;
- Administers oaths of office;
- Performs Notary services;
- Attends meetings, conferences, workshops and training sessions to become, and remain, current on the principals, practices and new developments within this position's areas of responsibility to include specialized training leading to levels of certification;
- Assists in administrating Campaign and financial disclosure filings;
- Prepares the agenda and official record of the proceedings of Municipal Assembly meetings in the absence of the Municipal Clerk, requiring attendance at evening meetings;
- Responsible for maintaining the current status of the Sitka General Code;
- Assists in writing and preparing proclamations, resolutions, ordinances, Certificates of Recognition, and Municipal Mayor correspondence when directed;
- Communicates and coordinates regularly with appropriate personnel and the public to maximize the effectiveness and efficiency of the operations and activities of these two departments;
- Performs other related duties as assigned.

Required Knowledge, Skills and Abilities

- Thorough knowledge of modern office procedures and equipment
- Thorough knowledge of records management systems to include electronic document imaging;
- Proven ability to maintain confidentiality;
- General knowledge of complex analytical studies and interpreting laws and ordinances;
- Ability to communicate well with others, both orally and in writing, using both technical and non-technical language;
- Ability to deal effectively with a wide range of persons, including sensitive situations in which individuals may be highly upset over some issue involving Municipal activities or policies;
- Ability to build and maintain spreadsheets by developing formulas to add, subtract, multiply, divide and derive percentages;
- Ability in writing to prepare correspondence and spreadsheets at an executive management level;
- Ability to accurately type and word process materials at a high rate of speed;
- Ability to learn and articulate Municipal policies and Departmental rules, procedures, practices, laws, and objectives;
- Ability to understand and follow oral and/or written policies, procedures, and instructions; and to interpret legislative law;
- Ability to prepare and present accurate and reliable reports, often containing complex findings and recommendations;
- Computer literate;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Requires the equivalent to graduation from a four-year college or university and/or considerable related public administration or public policy experience, preferably within a municipality. The related experience should include some supervision, records management, complex analytical studies and interpreting laws and ordinances; or any equivalent combination of experience, education and training which provides the knowledge, skills and abilities necessary to perform the work.

Certified Municipal Clerk preferred.

Required Special Qualifications

- Notary Public
- Valid Alaska Drivers' License

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which

permits the employee to review documents in electronic and hard copy form;

- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate computers and related equipment;
 - Ability to lift boxes of files up to 50 lbs.
 - Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to function in a general office environment and visit various work sites throughout the City and Borough.
- • • END • • •