

CITY OF SPRING LAKE PARK
JOB DESCRIPTION

JOB TITLE: Deputy City Clerk
DEPARTMENT: Administration
REPORTS TO: Administrator, Clerk/Treasurer
FLSA STATUS: Non-Exempt

DATE: September 2021

POSITION SUMMARY

Under general direction of the Administrator, Clerk/Treasurer, the Deputy City Clerk is responsible for performing confidential, administrative level support for the Administrator, Clerk/Treasurer and the Administration Department. This position performs Clerk-related functions including records management and data practices; preparation of Council agendas and related documents; business licensing; election administration; and basic human resources support.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Prepares and distributes City Council and Planning Commission agendas and packets. Ensures that official notices are properly posted or published.
2. Manage the license/permit process for business licenses, including liquor, tobacco, massage therapist and used car dealerships.
3. Drafts minutes for City Council and Planning Commission meetings.
4. Administers the City's records management program and records retention schedule. Maintains official city records, including ordinances, resolutions, minutes, affidavits of publication, contracts, and other similar documents.
5. Performs records management activities, including code codification and file maintenance in accordance with the City's Records Retention Schedule; maintains department files and indexes for use by self and other departments; coordinates document destruction activities for all Departments.
6. Coordinates and administers elections. Recruits election judges, maintains correspondence, processes absentee ballots and voter registration applications, assists with election judge training and machine testing. Answers inquiries regarding election related questions.
7. Organizes employee recognition and retirement events.
8. Coordinates new hiring orientation for new employees with Department Heads.
9. Intakes all insurance claims, maintains records and forwards to insurance carrier for processing.
10. Processes claims for workers compensation insurance following instruction from the Administrator, Clerk/Treasurer; prepare annual OSHA 300 report.
11. Assists with coordination of drug and alcohol testing programs.
12. Updates City's website and social media sites with up-to-date information and documents.
13. Provides administrative support to the Administrator, Clerk/Treasurer.

14. Performs designated City Clerk duties in the Administrator, Clerk/Treasurer's absence, including certifying documents for City personnel and public upon request.
15. Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

1. Must be able to communicate effectively and tactfully in both written in oral form in responding to inquiries from City staff and the public.
2. Knowledge of record management, record retention and document imaging.
3. Knowledge of Minnesota licensing procedures and applicable statutes.
4. Knowledge of data practices.
5. Knowledge of Minnesota election laws.
6. Strong computer skills, especially with Microsoft Office products and Adobe Acrobat.
7. Ability to develop and maintain effective working relationships with others.
8. Ability to efficiently organize work tasks and perform under deadline pressure.
9. Ability to attend evening meetings of the City Council and Planning Commission, as requested.
10. Ability to work overtime upon request.
11. Ability to work with confidential matters and maintain confidentiality.
12. Must be able to work independently with minimal supervision.

MINIMUM QUALIFICATIONS

1. High school diploma or GED.
2. Three years progressively responsible work experience in administrative and/or executive secretarial work.
3. Working knowledge and experience in Microsoft Office software (Word, Excel, Outlook, Publisher) and Adobe Acrobat.
4. Notary public or ability to obtain a notary commission within three months.

DESIRED QUALIFICATIONS

1. Associates Degree in business administration,
2. Minnesota Municipal Clerk Certification
3. Two years of experience working for a municipal government, preferably a City Clerk's office.
4. Experience working in/with elections.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

Work is performed primarily in a standard office environment that includes exposure to computer screens. Primary functions require occasional lifting, reaching and handling of files and reports. Frequent keyboard use involves repetitive motions of arms, wrists and fingers. A moderate amount of time is spent moving within the building to communicate with staff and the public. Vision must be sufficient to read instructions and words and numbers on paper and computer screens. Limited lifting of twenty-five pounds or less is required intermittently.