

DATE	January 2013
JOB CODE	
FLSA	EXEMPT
EEO	

JOB TITLE: Deputy City Secretary

DEPARTMENT/DIVISION: City Manager's Office REPORTS TO: Administrative Services Director

SUMMARY: Responsible for providing high level support to the City Manager, the executive team and City Council in achieving organizational goals and objectives. Work is performed with general direction, working from broad goals and policies.

ESSENTIAL JOB FUNCTIONS:

- Manages a variety of high-level, specialized projects in support of organizational goals
 and objectives, which may include: preparing Requests for Proposals, Requests for Bids,
 Requests for Information, and/or other related requests; preparing a variety of business
 correspondence and/or other related documents; conducting a variety of organizational
 research and studies; and/or, performing other related activities.
- Participates in/on a variety of meetings, committees, teams, and/or other related groups in order to receive and convey information.
- Manages a variety of assigned projects, which may include: agenda planning and followup; coordinating a variety of public service programs; and/or, performing other related activities.
- Manages board and commission processes by updating application, collecting
 applications, verifying qualifications, compiling data, updating rosters, updating
 handbook. Assist with "Meet & Greet" reception and annual recognition process
 including preparation of invitations, mailing labels and name badges; Prepare resolutions
 for appointment, notification letters and certificates; Prepares report queries for filling
 vacancies; Administer Oath of Office as requested.
- Perform duties of Web Specialist of designing and updating information pertaining to the Office of City Secretary and as requested by the City Manager's Office.
- Assist and communicate with City Council, professional business associates and professional staff. Answer telephone and assist the general public and employees; provide information on departmental and city policies and procedures as required; and transfer inquiries to the appropriate individual or department as necessary.
- Responsible for entering PO's, paying invoices and tracking budgets for the City Secretary's Office, Resolution Center, Dispatch and other departments as needed.
- Facilitate and assists with City Hall tours for schools and troops
- Obtain necessary signatures on official documents approved by City Council, assigning numbers, sealing, publishing and filing documents; sign official plats; notarize and attest various documents.
- Attend Council meetings in absence of City Secretary
- Approves agenda items and entire agenda packet management.
- Handles all the technical support for Granicus/Legistar & GovQA software.

- Coordinates all the reservations and scheduling for all elections.
- Coordinates Records Management for the city including all destructions and off-site storage scheduling.
- Performs other duties as assigned.

SUPERVISORY/BUDGET RESPONSIBILITIES:

None

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of public relations principles;
- Knowledge of municipal government structure and operations;
- Knowledge of program management principles;
- Knowledge of project management principles and practices;
- Skilled in monitoring and evaluating subordinates;
- Skilled in delegating and prioritizing work;
- Skilled in performing complex mathematical calculations, including statistical calculations:
- Skilled in preparing and administering budgets;
- Skilled in preparing a variety of business correspondence;
- Skilled in prioritizing, organizing, and managing multiple simultaneous projects;
- Skilled in reading, interpreting, applying, and explaining rules, regulations, policies, and procedures;
- Skilled in preparing clear and concise reports, including oral, written, and audio/visual presentations;
- Skilled in maintaining sensitive and confidential information;
- Skilled in providing customer service;
- Skilled in gathering and analyzing information and making recommendations based on findings and in support of organizational goals;
- Skilled in operating a computer and related software applications;
- Skilled in communicating effectively with a variety of individuals.

MINIMUM QUALIFICATIONS:

• Two years of increasingly responsible professional experience in public administration or business administration.

PREFERENCES:

None.

WORKING CONDITIONS:

- Frequent reaching, sitting, talking, seeing, hearing, and manual dexterity.
- Occasional lifting and carrying up to 10 pounds.
- Work is typically performed in a standard office environment.

CONDITIONS OF EMPLOYMENT:

- Must pass pre-employment drug test.
- Must pass criminal history check.
- Must pass motor vehicle records check.