



DEPUTY CITY CLERK/HUMAN RESOURCES COORDINATOR

This job description is intended to present a descriptive list of the range of duties performed by employee(s) in this municipality and is not intended to reflect all duties performed within the job.

SUPERVISOR: City Administrator

SUPERVISE: Account Clerks and Administrative Assistants

SUMMARY DESCRIPTION

Supervise the selling, issuing, and recording of all licenses and permits; the transcription of minutes of official meetings, and imaging and preservation of City records; Coordinate the City's bidding process; Supervise City contracts, preparation and distribution of meeting agendas, filing and preservation of records and public papers, distribution of legal notices and publications, filing of legal documents with County and State. Administer Nebraska Public Records Act, and Nebraska Open Meetings Act. Certify and attest documents. Perform various administrative tasks. Responsible for administering City personnel functions including group benefit plans, pension, and health insurance, maintenance of personnel records, interpreting existing personnel policies, rules and regulations, and recommending new policies.

EXAMPLES OF WORK PERFORMED

ESSENTIAL FUNCTIONS: *The following examples of work are illustrative only and are not intended to be all inclusive.*

Prepares and advertises various meeting agendas, bids, legal notices and publications for the City Council, Community Redevelopment Authority, Airport Authority and Board of Public Works. Assists in the preparation and advertisement of meeting agendas and other pertinent data for municipal boards and committees.

Attends various meetings including but not limited to City Council meetings; takes minutes, maintains a journal of the proceedings, publishes accurate records of the proceedings, indexes all actions taken and distributes information as needed.

Serves as a custodian of all official city records and public documents by accurately filing city documents and correspondence; Maintain complex file and catalog system accurately by filing city records and documents in accordance with state requirements.

Receives and responds to all public records requests in compliance with state requirements.

Assist with completion of grant applications; maintain all grant records in compliance with applicable state, federal or agency requirements.

Maintains the city ordinance book and codification and distribution of city ordinances; maintains and distributes amendments to Zoning Regulations, Subdivision Regulations, and Comprehensive Plan.

Supervises the issuance of various licensures and permits including tobacco, fireworks, pet and occupational trade, etc.; issues occupation tax receipts authorized by law and city ordinance. Assists in the collection of occupation taxes and issuance of various permits and licenses to the general public.

Assists with various city accounting and bookkeeping functions, including accounts payable, excluding the utility department finances.

Assists with preparation of all required reports and payments associated with city and utility payroll to the IRS and State of Nebraska Department of Revenue, in compliance with Federal and State employment laws, including but not limited to any weekly, bi-weekly, monthly, quarterly, semi-annual and annual required reports.

Creates, updates and maintains employee personnel files for all employees. Ensures all appropriate documentation is obtained and maintained including employment application and all personnel and benefit forms necessary. Prepares material and assists with the orientation of new hires including the selection of offered benefits.

Monitors the distribution of performance evaluation forms for all employees; maintains and distributes forms to supervisors, as needed.

Maintains and distributes required information regarding employee benefit programs, life insurance, health insurance, workers' compensation, COBRA, and flex benefits plan; forwards related information to all employees, supervisors and associated agency representatives; notifies providers in deleting coverage for employees separating from the city.

Coordinates job postings and recruitment of applicants for employment opportunities with the City and Utilities.; assists in hiring process to ensure compliance with all necessary regulations.

Maintains accurate records of job descriptions, accurate copy of the personnel policy manual, and prepares and distributes amendments to employees and City Council members as needed.

Prepares all documents needed for drug and alcohol testing of employees as required to comply with state and federal regulations; organizes all testing; maintains accurate records of all testing and reporting; prepares and distributes policies and amendments to policy to employees as needed.

Prepares salary, benefit and other related information for the Negotiating Committee(s) for collective bargaining agreement negotiations; completes salary survey information as requested.

Oversees maintenance of cemetery records as well as records maintained in cemetery database for use at the city owned cemetery.

Assist with coordination of city elections with the County Election Commissioner, as needed.

Responds to and assists in the resolution of difficult and sensitive citizen inquiries and complaints.

Assists the utility department in various administrative activities including but not limited to processing utility bills, receiving payments, etc., as needed.

Greets individuals in person or by phone and provides information or directs them to the appropriate source for assistance and/or provides information as appropriate.

Performs a variety of clerical duties such as typing and photocopying, preparing various documents and reports, distributing city mail, receiving and processing a variety of payments from the public.

Responsible for ensuring that various office equipment is in proper working order and schedule maintenance or repair as needed.

Establishes and maintains positive public relations with the general public, other employees, community groups, other governmental agencies and municipal officials.

Maintains records for Falls City Safety Committee and assists employee members in agendas, minutes, and supporting documents for the Safety Committee.

Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Principles of efficient records management systems.
- Business letter writing; basic principles and practices of administrative research and report preparation.
- Principles and procedures of record keeping.
- General payroll processes and systems.
- General personnel policies and procedures.
- English usage, spelling, grammar and punctuation.
- Basic mathematical principles.
- Pertinent federal, state and local laws, codes and regulations.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Methods and techniques of effective customer service.
- Community resources and agencies available to the general public.

Ability to:

- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Perform responsible and difficult work involving the use of independent judgment and personal initiative.
- Utilize a variety of computer programs and software pertaining to the business of the city.
- Independently prepare, compile, analyze, interpret and prepare a variety of administrative reports, correspondence and memorandums.
- Use independent judgement and personal initiative.
- Plan and organize a personal work schedule, set priorities and meet deadlines.
- Enter data at a speed necessary for successful job performance.
- Perform duties with thoroughness, accuracy and attention to detail.
- Work with frequent interruptions and a high degree of public contact by phone or in person.
- Interpret and apply federal, state and local policies, laws and regulations.
- Deal constructively with conflict.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office environment with some travel to different sites; may work extended hours including evenings and weekends, and may be required to travel outside City boundaries to attend meetings.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; verbally communicate to exchange information.

EDUCATION AND EXPERIENCE

Any combination of education and experience that would likely provide the required knowledge and ability is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training: Six (6) years of responsible office experience or closely related work, with a minimum of two years of experience in municipal government preferred or any equivalent combination of training and experience that provides the required skills, knowledge and abilities. Associates or bachelors degree with a major in accounting, business administration, public administration, or related field may substitute for experience on a year for year basis. Must be able to acquire State notary status.