

# CITY OF HELENA



**Position Title: Clerk of the Commission**

**Department: City Commission**

**Position #: 13403**

**Grade: 145**

**EEO Category: (06) Administrative Support**

**FLSA: Exempt**

**EEO Function: (01) Financial Admin.**

**Work Comp Code: 8743**

## **DEFINITION**

Under direction, to perform the full range of duties involved in recording, preparing, filing, indexing, maintaining, and preserving official City records; and to coordinate the administrative, legal and other official actions taken by the City Commission.

## **SUPERVISION RECEIVED**

Supervised by the Mayor.

## **SUPERVISION EXERCISED**

Exercise technical and functional supervision over Deputy City Clerk. Assigns and reviews work, conducts performance appraisals, handles conflicts, discipline, work planning and designates priorities.

## **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Executive Assistant to the Mayor.

Responsible for researching and preparing the budgets for the City Commission office, Helena Citizens' Council and Helena International Affairs Council; prepare mid-year reviews and monitor budgets for current fiscal year.

Maintain membership rolls of all City boards and committees; advertise vacancies and forward applications as necessary; forward correspondence to Board members and applicants regarding membership vacancies and appointments; forward the Mayor's recommendations for appointment to the City Commission for concurrence. On behalf of the Mayor, review board applications and perform reference checks on potential members and make recommendation for appointments to Mayor. Schedule initial meeting with Mayor and newly appointed/reappointed board members; conducts the meeting when Mayor is unavailable.

Attend and participate various city, county and state boards as the Mayor's representative.

Compiles and maintains the City Commission Orientation packet; schedules the Commission orientation and in coordination with the City Manager's office prepares the agenda.

Attends weekly meetings with Mayor to review schedule, prior commission action and upcoming administrative and commission meeting agendas. Advise Mayor on any potential controversy on any projects and/or issues.

Responsible for the administration of the City Clerk's Office; recommend organizational or procedural changes affecting support activities; recommend improvements in work flow, procedures, and use of equipment and forms.

**Examples of Important and Essential Duties Cont.:**

Records Manager for the City of Helena – Administer the records and information management program pursuant to policies, standards, and procedures recommended by the records advisory committee and approved by the city manager. The records manager will provide the direction and control for the city's records retention and disposition and provide assistance to the departments in their implementation.

Update city commission office web page, approve updates to the Helena Citizens' Council and Helena International Affairs Council web pages.

Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of municipal government, city clerks and record management.

Receive, open and distribute all City Commission mail.

Prepare all correspondence and respond to correspondence received by Mayor and Commissioners as requested.

Maintain detailed calendar for the Mayor and Commissioners; arrange interviews, appointments, schedules, conferences, travel arrangements, and itineraries.

Prepare correspondence and other documents for the Mayor's signature; attest Mayor's signature on official documents.

Assume responsibility for the publication, filing, indexing, and safekeeping of all proceedings of the City Commission; establish and maintain systems for managing, indexing, organizing, and filing of minutes, resolutions, ordinances, deeds, easements, and other related documents.

Establish and maintain the records management system for Special Improvement Districts, Industrial Revenue Bonds, and other bond issues and City construction projects; compile transcripts and forward documents to the Bond Attorney; secure signature of the Mayor, City Manager, and City Attorney for all project contract books.

Process and approve payments of various office operating expenses.

Approve and timesheets of the Deputy City Clerk and other staff and input onto the applicable payroll program.

Responsible for all letters of credit and performance bonds required for improvements to property and private streets through Conditional Use Permits and other necessary forms; notify City departments of due dates of letters of credit and performance bonds.

Maintain records of deeds, leases, easements, and contracts; ensure the microfilming of minutes, ordinances and resolutions; record listed documents with the Lewis and Clark County Clerk and Recorder.

Participate in the preparation of City Ordinances and Resolutions; prepare, place, and maintain a record of legal advertisements for public hearings including those regarding ordinances, resolutions, budget, bond sales, and other hearings as assigned.

Codify new City ordinances; prepare and distribute supplements to City departments.

Serve as a primary resource and information source regarding City policies, procedures, objectives, and operational functions; receive and interview office visitors and telephone callers; respond to requests for information by researching records and providing copies as necessary; refer caller to appropriate source as necessary.

Assist the Mayor and Commission in identifying and exploring new public policies.

**Examples of Important and Essential Duties Cont.:**

Assist City departments and the general public in researching minutes, ordinances, resolutions, and other documents; provide general information about the City and provide copies of requested documents.

Research and prepare data for the Mayor, City Commission, staff members, other governmental agencies, Citizens, and news media; answer questions and provide information on the telephone, by written correspondence, and in person.

Respond to emails regarding city policies/procedures, inquiries and complaints.

Perform responsible and difficult secretarial and administrative work involving the use of independent judgment and personal initiative; perform varied and responsible duties to assist in the processing and completion of administrative operations for assigned staff and City officials.

Receive, compile, organize, and prepare a variety of correspondence, documents, and reports; maintain the confidentiality of correspondence, documents, and reports as assigned.

Operate modern office machines and equipment including computers, typewriters, printers, copiers, calculators, and fax machines; routinely use a full range of word processing, spreadsheet, and other software applications.

Attends or designates Deputy Clerk to attend all bid openings; record bids on summary page and retains all cashiers checks, bid bonds and letters of credit; notifies departments when bid bonds and letters of credit expire.

Handles emergency and confidential projects.

Establishes, prioritizes, coordinates and maintains effective office procedures and efficient work flow for the Mayor, Commissioners and office staff.

Analyze situations and make appropriate decisions without immediate supervision.

Respond to and resolve difficult and sensitive inquiries and complaints.

Edits draft agendas, minutes and correspondence for proper format, correct spelling, etc. Authorize the distribution of minutes and agendas.

In the absence of the commission uses initiative and judgment to see that matters requiring attention are referred to delegated authority or handled in a manner to minimize effect of Commission absence.

**OTHER JOB RELATED DUTIES**

Performs related duties and responsibilities as assigned.

**SAFETY RELATED DUTIES:**

Abide by the City of Helena and department/division work practices established for specific job assignments and occupations.

Report occupational injuries, illnesses and near misses immediately to their supervisor. Follow supervisor instructions for obtaining first aid and/or medical attention. Participate in accident investigations as requested by the supervisor.

Participate fully in safety training. Suggest improvements in safety training requirements or programs to the supervisor or the safety committee.

Identify unsafe work conditions and unsafe practices. Correct hazards or report them to the supervisor or safety committee as appropriate.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Knowledge of:**

Organization, function, and operation of municipal government.

Principles and practices of records management including records retention laws.

Practices used in minute taking and preparation.

Principles and practices of basic fiscal, statistical, and administrative data collection and report preparation.

Modern office procedures, methods, and equipment including computer equipment and applicable software programs: Word, Excel, IYSIS, ColorBar Gold and Typo 3

Principles and practices of business letter writing.

Principles and techniques used in dealing with the public.

Word processing methods, techniques, and programs including spreadsheet and data based applications.

Basic mathematical principles.

English usage, spelling, vocabulary, grammar, and punctuation.

#### **Skill to:**

Operate modern office equipment including computer equipment.

Type and enter data at a speed necessary for successful job performance.

Take and transcribe dictation at a speed necessary for successful job performance.

#### **Ability to:**

Learn the procedures and functions of the assigned position.

Learn, interpret, and apply the policies, procedures, laws, and regulations pertaining to assigned programs and functions.

Work under limited supervision within a broad framework of standard policies and procedures.

Understand the organization and operation of the city and of outside agencies as necessary to assume assigned responsibilities.

Provide information and organize material in compliance with laws, regulations and policies.

Direct the retention/destruction of official records in accordance with applicable laws and regulations.

Prepare and maintain accurate and complete records.

Prepare official minutes, resolutions, and ordinances.

Respond to questions from the public and City personnel regarding policies and procedures for the assigned area.

**Ability to Cont.:**

Work cooperatively with other departments, City officials and outside agencies.

Perform responsible and difficult administrative and secretarial work involving the use of independent judgment and personal initiative.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Maintain confidential data and information.

Independently prepare correspondence, memoranda and minutes of meetings.

Perform mathematical computations quickly and accurately.

Compile and tabulate data and information and prepare summaries and reports.

Plan and organize work to meet schedules and time lines.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**Physical Demands & Work Environment**

Essential duties require the following physical skills and work environment: Ability to work in a standard office environment.

**Experience and Training Guidelines:**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Experience:**

Four years of increasingly responsible office experience.

**Training:**

Equivalent to the completion of the twelfth grade supplemented by specialized training or major course work in office functions or a related field.

**License or Certificate:**

Possession of, or ability to obtain, certification as a Notary Public.

**After reading this job description, as of this date would you require any accommodation to perform these duties?**

**YES or NO** (circle one)

**Employee's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_