

City of Mahtomedi
Job Description

POSITION: City Clerk/Administrative Assistant
DEPARTMENT: Administration
REPORTS TO: City Administrator

SUMMARY

Performs intermediate technical and skilled administrative support work maintaining official files and records, assisting with the City's administrative functions, serving as a member of the management team, and related work as apparent or assigned. Work is performed under the limited supervision of the City Administrator. Leadership is provided to volunteers.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS OF THE POSITION

Provides assistance to the City Administrator, including the execution and preparation of legal documents, checks, notices and publications.

Answers a variety of public inquiries regarding municipal practices, policies, procedures, licensing and applications.

Prepares a variety of official documentation, including legal notices for publication in the newspaper; resolutions and ordinances; correspondence and materials.

Processes City licenses and advises applicants on application procedures; collects licensing fees.

Collects and arranges materials for City Council meetings; prepares meeting agenda packets; attends meetings; records and transcribes meeting minutes.

Processes payroll and maintains related records.

Coordinates and tracks property damage and Workers Compensation claims; prepares fund deposits; maintains City records and oversees Data Practices/Records Retention.

Develops and monitors City election budget and conducts elections, including maintaining voter registration; purchasing election supplies; coordinating judge's schedules, and remaining current on laws and procedures.

Maintains the highest levels of discretion with sensitive information; acts as confidential assistant to the City Administrator.

EDUCATION and/or EXPERIENCE

Associates/Technical degree with coursework in bookkeeping, accounting or related field; and moderate experience in City government, or equivalent combination of education and experience.

KNOWLEDGE, SKILLS and ABILITIES

Thorough knowledge of municipal government and recordkeeping operations, ordinances, policies and procedures; thorough knowledge of election policy and procedures; some knowledge of bookkeeping/accounting procedures; ability to maintain complete and accurate records in proper sequence; ability to communicate effectively both orally and in writing; ability to read, prepare and interpret documents, ordinances, statutes, reports, correspondence and manuals; ability to record and maintain detailed minutes, records and files; ability to operate standard office equipment including related hardware and software; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to communicate effectively orally and in writing and carry out instructions furnished in written, oral, or diagram form; ability to train and supervise election judges; ability to establish and maintain effective working relationships with other employees, department heads, elected officials and the general public.

PHYSICAL REQUIREMENTS

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires speaking or hearing, frequently requires using hands to finger, handle or feel and occasionally requires standing, walking, sitting, stooping, kneeling, crouching or crawling, reaching with hands and arms, lifting and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

SPECIAL REQUIREMENTS

Election Judge training.