

## CITY OF BELLINGHAM

### JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>City Clerk Representative</b>	<b>E-PLAN</b>
<b>CLASS TITLE:</b>	<b>Administrative Assistant</b>	<b>SG:7</b>
<b>DEPARTMENT:</b>	<b>Finance</b>	<b>CS:N</b>
		<b>FLSA:Y</b>
		<b>EEO4CODE:AS</b>

#### **JOB SUMMARY:**

Under the direction of the Finance Director, performs various delegated City Clerk duties and administrative tasks for the Finance Department. Responsibilities include: attending, recording, and preparing minutes of City Council meetings and other board meetings; oversight of City records including Council agenda packets, ordinances, resolutions, contracts, deeds, and easements; responds to public records requests, publishes legal notices, and provides information to the public. Performs administrative tasks for the Finance Department, handles communications of a confidential nature, and works closely with elected officials.

#### **SUPERVISORY RELATIONSHIP:**

Reports to the Finance Director. Works independently under the guidance of State laws, public disclosure/privacy laws, City ordinances, regulations, and department policies and procedures.

#### **ESSENTIAL FUNCTIONS OF THE JOB:**

##### **City Council Meetings/Minutes:**

1. Attends and records City Council meetings, prepares and distributes agenda follow-up, and minutes of record. Provides technology assistance to staff and citizens in during Council Meetings. Provides information on routine parliamentary procedure to Council; indicates Council action on agenda bills; and sends electronic agenda follow-up promptly following City Council Meeting. Following final adoption of ordinances and resolutions, obtains signatures as required; updates Legislative Log and other related records; reviews Council actions with Legislative Assistant.

##### **Custodian of City Records:**

2. Responsible for the maintenance and retention of official City records including Council agendas and minutes, ordinances, resolutions, citywide contracts, deeds, and easements for City owned properties and City-owned vehicles. Updates records databases as required. Responds to questions and provides copies of information for records maintained in the Finance Department.
3. Receives Claims for Damages submitted to Finance Director and maintains a record of claims filed against the City of Bellingham.
4. Archives contracts, ordinances, deeds, easements, and City Council proceedings, and arranges for microfilming of City records as needed.

**Administrative Support:**

5. Provides administrative assistance to the Finance Director and Finance Department. Types, composes, and/or edits a variety of written or spoken material including correspondence, memos, agenda bills, and reports. Gathers information needed for administrative decisions, including financial reports. Generates reports in a variety of formats utilizing word processing, spreadsheet and other appropriate applications.
6. Acts as secretary to the Police and Fire Pension Boards: prepares meeting agendas, composes, types and distributes minutes; conducts Pension Board elections; handles confidential disability and other records.
7. Recommends to the Finance Director new and revised policies, procedures, and/or record keeping systems; implements changes to procedures and systems as directed by the Finance Director or mandated by state law.
8. Publishes legal notices of adopted City ordinances and resolutions in accordance with State law and the City Charter.
9. Maintains and orders Finance Department office supplies; assesses need and prepares options for departmental equipment, i.e. copier, fax, furniture.

**Bonds and LIDs:**

10. Provides assistance to Finance Director and other City staff in the preparation of bonds and local improvement district (LID) documents.

**ADDITIONAL WORK PERFORMED:**

1. In the absence of the Legislative Assistant, assembles, prepares and distributes the weekly City Council packets and agendas, and attends Council committee meetings.
2. Responds to public disclosure requests to City Clerk Representative and records retention for City Clerk in accordance with state law.
3. Provides support to Information Technology Services Department by monitoring and maintaining content, reports and documents on the Finance Department website.
4. Coordinates and maintains records for some city collections with collection agency.
5. Coordinates Utility Hearing Board appeals.
6. Receives initiative petitions submitted to Finance Director; files with County Auditor and ensures appropriate communication with staff, citizens and County Auditor, as needed.
7. Performs notary public services on City documents.
8. Performs related duties as assigned within the scope of the classification.

**PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):****Skills:**

- Excellent literacy skills including reading, composition, knowledge of standard and business English usage, punctuation, spelling, grammar, and format.
- Excellent interpersonal skills to deal with the public, staff, elected officials and media using courtesy and tact in sensitive or high pressure situations.
- Excellent listening skills and the ability to communicate orally and in writing in clear concise language appropriate for the purpose and parties addressed.
- Problem solving, decision making, time management, planning and organizing skills.
- Proficient in the use of standard software applications including word processing, spreadsheet, presentation, database management and document/records management programs.

**Ability to:**

- Read, understand and apply ordinances, laws, policies and procedures applicable to the scope of work.
- Maintain the highest level of professionalism, tact and discretion in a frequently high-pressure environment.
- Tolerate stress and handle several tasks simultaneously while maintaining accuracy and attention to detail in an environment of frequent interruptions.
- Work independently and assume responsibility in carrying out position responsibilities.
- Exercise sound judgment to solve problems in stressful situations.
- Organize, prioritize and schedule work to meet legal and business deadlines and demands of peak workloads while maintaining accuracy and attention to detail.
- Apply critical thinking and problem solving skills.
- Handle information with discretion and maintain the confidentiality of sensitive information and materials.
- Deal tactfully with the public and respond effectively in potentially confrontational situations.
- Communicate and work effectively with co-workers, City employees, public agencies, attorneys, and the public.
- Demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Maintain consistent and punctual attendance, including during periods of inclement weather.
- Physically perform the essential functions of the job, including:
  - Frequently operate a computer and read a computer screen or typewritten page;

**WORKING ENVIRONMENT:**

Work is performed in an office setting. Environment includes a normal range of noise and frequent distractions and interruptions with very low everyday risks working around standard office equipment. Attendance at regularly scheduled City Council evening meetings as well as occasional committee meetings is required. Day work schedule may be adjusted due to attendance at evening meetings.

**EXPERIENCE AND TRAINING REQUIREMENTS:**

- High school diploma or General Equivalency Diploma (GED) required. College or vocational training in area related to the position, such as office management, public administration, or other related area is preferred.
- Five (5) years of progressively responsible experience in office administration required. Two (2) years of experience as an executive assistant/secretary preferred.

- Proficiency with word processing, spreadsheet, document management and other technology applications.
- Keyboarding skills required at 50 words per minute.
- Municipal or other governmental experience strongly preferred.
- Experience in a public service organization preferred.
- Combination of education and experience that provides the applicant with the required knowledge, skills and abilities to perform the job will be considered.

**NECESSARY SPECIAL REQUIREMENT:**

- Employment contingent upon passing a criminal convictions and local background check.

**PREPARED BY:** L. Carpenter  
K. McCarthy  
5/86, 1/87, 4/89

**REVIEWED BY:** \_\_\_\_\_  
Brian Henshaw  
Finance Director

**REVISED BY:** L. Carpenter/D. McLeod  
3/94  
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L. Hill/T. Holm  
3/02  
John Carter/L. Anderson  
4/10  
L. Anderson/A. Sullivan  
2/15