

CITY OF COLLEGE PARK, MARYLAND

CLASS SPECIFICATION

CLASS TITLE: ASSISTANT CITY CLERK

FLSA Status: Exempt

GENERAL CLASS DESCRIPTION: Positions in this classification perform complex clerical and secretarial duties and serve as City Clerk in providing administrative support to Mayor and Council in the absence of the City Clerk. Employees in this position perform a variety of duties that require considerable independence and initiative. Preparation of correspondence, agendas and reports often involves composing and researching information for inclusion into documents. Serves as secretary to, and substitute for the City Clerk. May supervise the work of lower level clerical positions. Reports to the City Clerk.

ESSENTIAL JOB FUNCTIONS:

The following duties are typical for this classification. Not all the listed duties may be required and other duties may be required or assigned.

- Operates a computer for the purpose of entering, retrieving and manipulating data within department information systems and databases. Enters information, queries data base for requested information, originates and prints reports from databases. Reviews information to ensure accuracy, and completion; and analyzes data for the purpose of preparing requested reports and documents.
- Prepares correspondence, memorandum, notices, minutes, agendas, reports and other documents which may involve developing and/or modifying formats; researching information for incorporation into reports and documents; composing letters and text; and/or designing layout.
- Assists in arranging business and travel arrangements for Mayor and Council; maintains City Clerk's appointment calendar.
- Upon request provides information regarding department's activities, City records, Mayor and Council hearings, meetings and decisions, etc.
- Attends meetings of the Mayor and Council in the absence of the City Clerk.
- Orders office supplies. Maintains information on department expenditures and other program account information. Prepares cable television announcements and newsletter information.
- Supervises the work of subordinate clerical staff assigned to the Office of the City Clerk.

KNOWLEDGES, SKILLS AND ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS.

Technical Knowledge:

- Considerable knowledge of office terminology, English language and grammar and terminology pertinent to the Office of the City Clerk.
- General knowledge of the regulations, codes and policies governing City government and the practices and operations of municipal government.
- Considerable knowledge of procedures for entering, retrieving and manipulating data in an automated information systems and programs used by the Office of the City Clerk.

ASSISTANT CITY CLERK

Physical Requirements:

- Ability to operate a variety of office equipment.

Language Ability & Interpersonal Communications:

- Ability to develop and prepare correspondence, reports, agendas, records and other documents.
- Ability to communicate effectively with citizens, residents, public officials, committee members, Mayor and Council and department heads in order to provide and obtain information, respond to inquiries, coordinate meeting activities etc.
- Ability to read and understand City Code, policy and procedure manuals, invoices, correspondence and other documents pertaining to the Office of the City Clerk.
- Ability to read and follow oral and written instructions.

Environmental Adaptability

- Work is preformed in an office environment.

ACCEPTABLE TRAINING AND EXPERIENCE

Associates degree in business or public administration with 1- 2 years experience providing executive administrative support to a City Clerk or similar official in a municipal environment, certification as a municipal clerk preferred; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

College Park is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.