DEPUTY CITY CLERK

GRADE: 19 **FLSA: EXEMPT**

CHARACTERISTICS OF CLASS:

The Deputy City Clerk performs difficult paraprofessional and difficult administrative work to assist the City Clerk's Office to accomplish its goals and objectives. The work requires an influential approach with contacts made within and outside the City government at all levels, requiring cooperation, explanation and persuasion. The work requires limited physical effort and may have considerable mental effort and stress involved due to meeting deadlines and administrative demands. The incumbent's work is subject to general policy direction, practices and procedures covered by precedents and general supervisory review. The work itself has meaningful impact with moderate and sometimes serious consequences to the overall function of the area of assignment.

EXPECTATIONS OF ALL CITY EMPLOYEES:

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

EXAMPLES OF DUTIES:

- Provides administrative support to the City Clerk/Treasurer, and serves as City Clerk/Treasurer in his/her absence.
- Prepares, transcribes and types correspondence, memoranda, etc., for the City Clerk/Treasurer and Mayor and Council as necessary. Coordinates responses to written and oral inquiries from businesses, constituents and other parties with various City departments.
- Prepares resolutions and ordinances for submission to the Mayor and Council.
- Reviews brief book materials for accuracy and completeness prior to copying,

assembling, and distributing brief books for Mayor and Council meetings.

- Prepares agenda sheets, proclamations and other materials for Mayor and Council brief books.
- Researches and gathers information and prepares responses for the Mayor's signature to the Board of License Commissioners (Alcoholic Beverages) in response to liquor license applications submitted by the Board to the City for review and feedback.
- Maintains and updates the Charter and Laws of Rockville as amended or adopted and disseminates all information on them.
- Maintains up-to-date files on all official actions taken by the Mayor and Council and records that information with the proper state or federal agency according to statutory requirements.
- Manages zoning applications, including publicizing hearings, arranging for notification, transcripts and records, documents all actions taken that pertain to said applications and maintains the official administrative record of the proceedings.
- Prepares text for various hearing notices.
- Plans or helps plan events important to the City
- Answers and screens telephone calls and, as required answers questions, takes messages or redirects calls.
- Schedules meetings and appointments, and makes all arrangements for such meetings.
- Maintains specialized files/record keeping systems, references, and logs as necessary.
- Maintains minutes indexing software.
- Prepares purchase orders and check requests for the purchase of equipment, publications, dues, etc. in accordance with invoices submitted for same.
- Conducts file searches and research as directed.
- Ensures confidentiality of records and correspondence.
- Maintains and monitors record, developing systems and modifications as deemed necessary.
- Regularly interacts with elected and appointed officials, managers and employees of City, County, State and the Federal government, business owners, not-for-profit representatives, constituents and the general public.
- Performs all tasks in a safe manner.
- Performs other duties as required.
- Maintains the confidentiality of the office at all times.

QUALIFICATIONS:

Required Training and Experience:

Any combination of training and experience substantially equivalent to graduation from high school supplemented by 2 years of college level or business school courses in administration or office management. Strong background in written and spoken English, including style, syntax, grammar, punctuation and vocabulary, and 4 years of

progressively responsible secretarial and para-professional experience are required. Some experience in administrative responsibilities in a legal office is desirable.

Preferred Knowledge, Skills and Abilities:

- Knowledge of municipal organization, including all City departments, divisions and key teams, to help assure appropriate coordination within the City on programmatic matters and perform the fully array of routine and non-routine work.
- Thorough knowledge of, and highly skilled in, all phases of secretarial and administrative duties as well as office procedures.
- Considerable skill in using modern software for planning, scheduling, email communication, word processing, spreadsheets and other applications.
- General knowledge of legal terminology.
- Ability to perform work in a highly accurate manner, under pressure, with minimum amount of supervision.
- Skill in written communication to prepare remarks, review written work of others to resolve discrepancies in forms and reports, exchange data and other information, etc.
- Skill in oral communication to exchange routine and non-routine information with public officials, business owners, not-for-profit representatives, constituents, co-workers and others.
- Strong interpersonal skills to interact effectively with a diverse range of personal contacts in a customer-service oriented, businesslike manner. This includes discretion and tact in dealing with highly sensitive, controversial or confidential matters.
- A high degree of personal flexibility to rapidly adapt to changing requirements and roles, such as substituting for the City Clerk/Treasurer at Mayor and Council meetings on very short notice.