

## **CITY OF PORTOLA JOB SPECIFICATION**

**CLASS TITLE:** Administrative Clerk

### **JOB SUMMARY**

Under supervision the Administrative Clerk performs a variety of highly responsible work for the City Manager's office and other City Departments. Job duties will be related to: customer service, front counter (interaction with the public, cashiering, and clerical duties), preparing City Council agendas, agenda reports, minutes and associated documents as needed, maintaining files, coordinating with community groups and businesses, assisting with human resources. Implements the City's records management program; performs related duties as assigned. Provides backup support to the City Manager, City Council and other office administrative staff. The ability to work independently, with fellow employees, contractors and the public is essential.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Works at the front counter independently as needed.
- Handle customer inquiries and comments as needed.
- Process utility and other payments as necessary.
- Assists in preparing City Council agendas, agenda reports, minutes and associated documents
- Coordinates all records management functions for the City, including the receipt, storage, retrieval and disposition of official City records in accordance with legal requirements and records management policies and procedures
- Responds to public inquiries verbally and in writing and responds to California Public Record Requests via the City online system
- Maintains the City website and posts to Social Media under direction of the City Manager
- Presents projects/reports at City Council meetings as directed by the City Manager
- Compose professional correspondence
- Interpret the Municipal Code
- Administer grants
- Perform human resources basic duties
- Assist in disaster preparedness and reporting
- Assist in the development and implementation of policies and procedures
- Administer municipal elections
- Administer risk management services through the City JPA.
- Is required to attend City Council evening meetings
- May be required to occasionally attend additional evening and/or weekend meetings
- May be required to attend training
- Perform other duties as assigned
- Cross train in licensing, payroll, accounts payable and utility billing and perform as needed

### **MINIMUM QUALIFICATIONS**

#### **Knowledge, Skills and Abilities**

- Must have excellent verbal and written communication skills
- Must have the ability to set priorities and meet critical deadlines
- Computer proficiency is required including experience with Microsoft Word, Excel, PowerPoint, data bases, etc
- Preparing and maintaining accurate reports and records
- Reconciling differences within the record keeping system

- Knowledge of or the ability to learn pertinent local, State and Federal laws and regulations relating to City Administration
- Establishing and maintaining effective working relationships with City staff, elected officials and the public
- Assist the public in person, over the phone and via email
- Communicate effectively both verbally and in writing
- Problem solving
- Customer Service

**Education and Experience:**

**A combination of experience and education that provides the skills, knowledge and abilities shown above is qualifying**

- A minimum of two years of related experience is required; government experience is preferred.
- Successful completion of two years of college-level course work in Business or Public Administration, Office management is desirable

**Licenses and Certifications:**

- Possession of a valid California Class C driver's license
- Interest in and ability to successfully complete training to become a Certified Municipal Clerk.

**Material and Equipment Used**

- Desktop computer/Laptop
- Calculator
- Copier
- Fax
- Postage machine

**Mental and Physical Abilities:**

Mental and visual effort required constantly on the job

**Working Conditions:**

**Very frequent – 20+ hours per week:**

Sitting, light lifting, eye-hand coordination, seeing, hearing, talking, use of telephone, hand dexterity, reading, writing

**Occasional – up to 8 hours per week:**

Standing, walking, moderate lifting, climbing, bending, squatting, contact with general public, reaching

*This job specification should not be interpreted as all-inclusive. It is intended to identify essential functions and requirements of the job. Not all incumbents may perform all duties at all times. However, incumbents must be able to perform essential duties, with or without accommodation for disability at any time while holding this position.*