

ADMINISTRATIVE ASSISTANT/DEPUTY CITY CLERK

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

JOB OBJECTIVES

This is a highly confidential and responsible position, which under the direction of the Administrative Services Director, provides advanced administrative and professional support to the Administration, Legislative and Administrative Services Departments, manages the flow of legislative records by maintaining the official record of City Council actions, manages and maintains city documents and responds to public requests for information. This position also monitor various social media and public presence platforms for the city. Perform the duties of the Human Resources Assistant in the direction and absence of same and direction of the Administrative Services Director.

ESSENTIAL FUNCTION STATEMENTS

The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here:

Perform day-to-day administrative tasks such as compose and proofread correspondence, reports, charts and presentations using word processing, spreadsheet, database or presentation software; distribute or file official forms, maintain records, make travel and conference-registration arrangements and maintain calendars

Schedule and provide assistance at meetings, appointments, teleconference calls, events, programs and activities; schedule or contract meeting facilities as requested

Communicate directly with supervisors, co-workers, the public and outside agencies in a courteous and professional manner. Screen calls, visitors and correspondence; route appropriately

Collaborate with staff to assist in developing and maintaining administrative goals, objectives, policies, procedures and tasks supporting the Administrative Services Department

Lead, plan, train, and review the work of staff responsible for performing a variety of administrative support functions within assigned area, verify the work of assigned employees for accuracy, proper work methods, techniques and compliance with applicable standards and specifications; give input on employee performance as requested

Perform administrative work in support of City Clerk functions, operations and programs (public records, council agenda preparation and meeting, records management, legal notices, elections, oaths of office, bids openings, etc.) as set forth by the Washington Administrative Code, Revised Code of Washington (RCW), Camas Municipal Code and IIMC

Plan, direct and manage the maintenance, filing, safekeeping and computerization of all city, confidential and municipal documents, records, reports and files in accordance with established procedures, laws and retention schedules

CITY OF CAMAS

Administrative Assistant/Deputy City Clerk *(Continued)*

Support the Council and assigned committee meetings and public hearings, monitor public comment, and record all actions taken by the City Council in compliance with Camas' Council Rules and Procedures, Open Public Meetings Act, Camas Municipal Code and Revised Code of Washington

Manage and administer the City Council Legislative and Committee Agenda Process utilizing an automated legislative management workflow system; serve as a subject matter expert and power user to assist and train other system users

Respond to Public Records Act requests and inquiries from the public, other municipalities and state officials, in a courteous manner; conduct research, compile data and prepare information

Maintain and update the Camas Municipal Code

Researches, participates, and provides input with labor negotiations and labor related issues including financial and operational proposals, participating in management strategy sessions; attend negotiations sessions as scribe; compile draft and final versions of bargaining agreements; maintain confidential bargaining notes and files; assist with mediations and arbitrations as requested

Assist in creating, managing and monitoring the city's social media and public presence; write press releases and maintain archive of press material relating to city; prepare informational packets about the city upon request

Perceives when non-routine activities are required and offers to help without needing to be asked. Makes efforts to modify workload to assist with emergency situations, assignments or projects whenever possible

AUXILIARY FUNCTION STATEMENTS

Provide assistance in a variety of special projects as assigned.

Follow all safety rules and procedures established for work area.

Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Office management principles, methods and procedures; administrative policies and procedures including records management and retention policies

Office equipment including computers and supporting word processing, database and spreadsheet applications including MS Office, image files, desktop publishing software and database systems

Business correspondence writing; proper spelling, grammar, punctuation and sentence structure that is completed quickly and accurately

Practices used in minute taking and preparation

CITY OF CAMAS

Administrative Assistant/Deputy City Clerk (*Continued*)

Principles and practices in order to organize and prioritize time, tasks and projects; at times, during heavy workloads or short timelines

Methods and techniques of public relations, professional communication in person, in writing, or by telephone or e-mail

Various social media platforms including web feeds, blogs, wikis, photo sharing, video sharing; i.e. Facebook, Twitter, LinkedIn accounts, etc.

Mathematical and accounting principles and applications

General knowledge of structure and function of local government, the Revised Code of Washington, Camas Municipal Code and Camas policies and procedures

Using relevant information and exercising sound judgment to analyze facts, arrive at valid conclusions to determine whether events or processes comply with pertinent Federal, State and local laws, codes, regulations, or standards; comprehend, interpret and apply regulations

Basic parliamentary procedure procedures and related information

Public Records Act and Open Public Meetings Act

Training and presentation expertise

Research methods and techniques in order to obtain information related to projects or assignments; compile, categorize, tabulate, audit, verify and prepare reports and analysis

Ability to:

Maintain the confidentiality of sensitive and confidential information

Understand the organization and operation of the city and of outside agencies as necessary

Perform effectively while maintaining a professional demeanor during public and/or televised meetings

Work professionally and appropriately with elected officials

Work independently in the absence of supervision in order to adapt to changing priorities, assignments, and assist with emergency situations, manage and prioritize workload and assignments keeping to deadlines, work on several projects at one time

Respond tactfully, clearly, concisely and appropriately to inquiries from the public, press or other agencies on sensitive issues in area of responsibility

Communicate with strong verbal and written interpersonal skills; understand and carry out oral and written directions

CITY OF CAMAS

Administrative Assistant/Deputy City Clerk *(Continued)*

Problem solve by analyzing information and evaluating results to choose the best solution

Encourage and build cooperative working relationships and trust among team members, other staff and outside agencies by communicating respectfully, clearly and concisely, both orally and in writing

Keep up-to-date technically and apply new knowledge to roles

Proofread legal and technical writing with strong attention to detail

Adapt to new procedures, processes, technologies, and interchanging job duties

Perform the essential functions of the job with or without reasonable accommodation

Education and Experience Guidelines

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent to the completion of the twelfth grade supplemented by 2 years specialized training in office procedures or a related field.

Experience:

Four years of directly related experience or experience performing progressively responsible administrative support/office management work

Additional Qualifications:

- Possession of a valid driver's license
- Washington State Notary License
- Certified Municipal Clerk (CMC) or ability to obtain the CMC designation

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

Environment: Office environment; exposure to computer screens.

Mobility: Sitting for prolonged periods of time; extensive use of computer keyboard.

Vision: Visual acuity to review written materials.

Other factors: Incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside city boundaries to attend meetings.