

CITY OF BIG BEAR LAKE

CLASS SPECIFICATION

Class Title: Administrative Secretary/Deputy City Clerk

Class Code Number: 1110

Position Designation: Clerical/Confidential

Division: City Clerk=s
Office

General Purpose of Position

The purpose of this position is to provide routine and complex clerical support to the City Clerk. This position may assume the responsibilities of the City Clerk in the absence of or at the direction of the City Clerk. This position reports directly to the City Clerk.

RESULTS DIMENSIONS

Results Dimensions set parameters for the quality and correct procedure expected in each result achieved in the performance of a job for the City of Big Bear Lake.

- I. Customer Service:**
Current service delivery is provided in a professional and effective manner with an emphasis on performance by increasing responsiveness and accessibility to employees and to the public (internal and/or external customers).
- II. Professionalism:**
Job duties are consistently performed in a legal and ethical manner consistent with the code of conduct and standards applicable and appropriate to that profession or trade.
- III. Production:**
Measurable outputs are produced in the most professional and cost-effective manner possible.
- IV. Critical Thinking:**
Information is processed in the most efficient and cost-effective manner possible with a continual emphasis on ethics. Decisions are made utilizing appropriate problem identification, analysis, and evaluation processes.
- V. Teamwork:**
The performance of the organization is enhanced through cooperation, coordination, and the development of professional relationships.
- VI. Professional Development:**
Employees are empowered to perform their jobs at the highest level and encouraged to improve personally and professionally. The overall quality of professionalism in the organization is improved through commitment, training, involvement, and education.
- VII. Leadership:**
Efficiency, effectiveness, and teamwork are promoted through the exercise of professional supervision. The values of the City are communicated through the behavior of organizational leaders.

CITY OF BIG BEAR LAKE

CLASS SPECIFICATION

FORMAT

Result Statements: (in bold) describe common results expected of the Division or results specific to a particular position.

Performance Dimensions (preceded by a) describe the specific manner in which the associated Result Statement is achieved by this position. Multiple Performance Dimensions can be associated with each Result Statement and define the expectations for employee performance.

A. City Council and other official meetings are coordinated to ensure the orderly and effective operations of the local government.

- Meals and refreshments are procured for City Council meetings.
- Public inquiries are responded to and/or routed to the appropriate party in a timely and professional manner.
- Agenda packets are assembled and distributed in a timely and professional manner.
- The facilities set up for City Council meetings, workshops or other City Council activities are coordinated with Public Works staff to ensure an appropriate meeting venue.
- Attend City Council meetings in absence of the City Clerk and record proceedings.
- Clerical support is provided to the City Council in a timely and professional manner.

B. Records of the City are maintained in accordance with appropriate procedures and retention schedules.

- City agreements and contracts are received and stored according to appropriate procedures.
- Ordinances and resolutions of the City Council are indexed and filed in accordance with City procedures.
- Assist the City Clerk in the monitoring and administration of the City's records management program.
- Requests for official documents are responded to and granted in a timely and professional manner.
- Assistance is provided, in a timely and professional manner, to the City Clerk in filing statements of economic interest.

C. Official communications are posted and received appropriately to ensure compliance with applicable guidelines and to promote community involvement.

- Legal advertisements and notices for the City are posted in accordance to City procedures.

CITY OF BIG BEAR LAKE

CLASS SPECIFICATION

- Requests for proposals are posted in accordance with City procedures.

D. Legal and Election responsibilities are carried out according to state and local laws.

- Support is provided in distributing all summons, legal notices, etc. as directed.
- Voter registration operations are carried out in a professional manner in accordance with applicable regulations.

Qualifications

Education: H.S. diploma or equivalent required. An Associate=s degree in Public Administration or a related field is desirable.

Experience: Two years experience working in an administrative capacity in the public sector.

Knowledge, Skills, Abilities, and Personal Characteristics

This position requires knowledge of municipal operations, record keeping regulations, and mandated responsibilities of the City Clerk. A general knowledge of standard office equipment (including a PC) and practices is required.

The individual should be able to exercise sound judgment, be able to plan, be well organized, have excellent oral and written communication skills, work well under pressure, take the initiative, and be flexible and cooperative. The individual should also be accurate, timely, and discrete.

Medical/Physical Requirements

The following requirements 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 disabled individuals. This position requires extended periods of sitting. Light lifting (up to 25 lbs.) is required occasionally. This position requires manual manipulation of a keyboard, phone, and other standard office machines.

Tools

This position requires the use of a PC, word processing, and spreadsheet software, and standard office equipment. This position requires the occasional operation of a motor vehicle.

Work Environment

The majority of the work for this position takes place indoors where the individual is exposed to moderate to low levels of noise.