



Attachment A

CITY OF ARDEN HILLS POSITION DESCRIPTION

Position Title:	Assistant to the City Administrator/City Clerk
Department:	Administration
Accountable to:	City Administrator
Positions Supervised:	Customer Service Specialist, Office Support Specialist, Communications Coordinator, Deputy Clerk
Status:	Regular Full Time

February 2022

PRIMARY OBJECTIVES

Performs intermediate administrative work processing licenses, administering City elections, maintaining official City records, directs the office support functions for the City offices, oversees human resources and benefits administration, and related duties as apparent or assigned. Work is performed under the limited direction of the City Administrator. Continuous supervision is exercised over the Deputy Clerk, Office Support Specialist, Customer Service Specialist, and Communications Coordinator.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS OF THE POSITION

Performs duties of the City Clerk as designated (i.e., publishing notices, certifying documents for City and Public use, preparing meeting agendas and minutes, maintaining and publishing ordinances, and resolutions).

Manages the City's central record system to ensure complete, accurate storage and ready retrieval of information. Ensures the proper storage and maintenance of all official City records such as; City Council minutes, resolutions, and ordinances.

Directs the Administrative functions of the City with limited direction from the City Administrator.

Assists the City Administrator with ad-hoc projects relating to the Administration Department or other departments as directed by the City Administrator.

Assists with Data Practices requests and oversees record retention schedule; coordinates documents for scanning into the records retention software.

Oversees the City's licensing process in accordance with City Ordinance and State statute.

Supervises and coordinates the City elections process.

Coordinates the on-going updating of the City's website, social media and Intranet to ensure the information remains accurate and up-to-date, and to enhance the usefulness of the website to all website users.

Functions as staff liaison to the Communications Committee.

Supervises the office support staff to ensure all aspects of the office support function operate efficiently and effectively.

Coordinates appointments and vacancy notices for City boards and commissions.

Assist in the preparation, maintenance, and destruction of employee personnel files per the City's policies and retention schedule.

Leads the hiring process to update job descriptions, post vacancies to the City website and appropriate job boards, schedule interviews, and be a point of contact for candidates.

Leads employee on-boarding, open enrollment and be on going resource for employees in the benefits administration cycle.

Manages annual reporting for Human Resource functions to include, but not limited to, PERA reporting, OSHA reporting, and applicable ACA reporting.

Ensures the City is in compliance with local, State, and Federal human resources laws and regulations.

Coordinates with the City's Organizational Assistance Program (OAP) to facilitate meetings, evaluations, or assessments relating to personnel issues.

Possess or obtain a human resources certification from an accredited organization to be determined by both the City Clerk and City Administrator.

Other human resource duties as assigned.

EDUCATION and/or EXPERIENCE

Bachelor's degree with coursework in public administration, political science, business management or closely related field and moderate experience in local government, including supervisory experience, or equivalent combination of education and experience.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of municipal government operations and procedures; thorough knowledge of municipal record keeping procedures and requirements; thorough knowledge of election policy and procedures; ability to operate personal computers including some knowledge of applicable software packages; ability to communicate effectively both orally and in writing; ability to record and maintain detailed minutes, records and files; ability to establish and maintain effective working relationships with other employees, department heads, elected officials and the general public.

PHYSICAL DEMANDS

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires sitting, using hands to finger, handle or feel and repetitive motions, frequently requires speaking or hearing and reaching with hands and arms and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

SPECIAL REQUIREMENTS

Certified Municipal Clerk within four years of hire.

Minnesota Driver's License.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

CITY OF ARDEN HILLS IS AN EQUAL OPPORTUNITY EMPLOYER

NON-DISCRIMINATION POLICY

The City of Arden Hills does not discriminate
on the basis of handicapped status
in the admission or access to or treatment or employment
in its programs and activities.
