



Job Description

Department:	City Clerk	Classification:	Non-Exempt
Job Title:	Deputy City Clerk	Reports to:	City Clerk

Date job description last revised: 2/16/21

GENERAL DESCRIPTION OF DUTIES:

The Deputy City Clerk is a professional administrative position whose primary responsibility is to provide assistance to the City Clerk's office and is under the direction of the City Clerk. This position performs a variety of administrative duties including but not limited to processing of various local and state licenses, preparing and filing legal documents, noticing and posting public hearings, taking minutes for the Planning Department, various boards and commissions. This role interfaces with the public and City Council, assisting with all administrative functions during the absence of the City Clerk. This position requires the ability to meet deadlines set by statute and to accurately process and file paperwork according to established policies and procedures.

ORGANIZATIONAL RELATIONSHIPS: Reports to and takes direction from the City Clerk for all matters related to the City Clerk's Office. Works collaboratively with other departments to accomplish City Clerk related duties.

ESSENTIAL DUTIES OF DEPUTY CITY CLERK:

- Provides customer service at the front counter for the City Clerk's office
- Takes minutes for the Planning Department and other various boards and commissions
- Assists with noticing and posting hearings for various departments
- Processes all liquor license renewals including maintaining an electronic and hard copy filing folder for each business according to the specifications of the City Clerk
- Processes all retail marijuana license renewals including maintaining an electronic and hard copy filing folder for each business according to the specifications of the City Clerk
- Processes all short-term rental applications, renewals, and Occupational Lodging Taxes. Including maintaining an electronic and hard copy filing folder for each business according to the specifications of the City Clerk
- Coordinates with other departments as needed for arborist, liquor, marijuana, short-term rental, tobacco and other city issued licenses
- Maintains detailed and up-to-date documentation of all procedures
- Manages all records according to their retention schedule
- Must be able to provide coverage for the City Clerk's duties in his or her absence
- Other duties as assigned by the City Clerk

KNOWLEDGE, SKILLS AND ABILITIES:

- Self-directed, detail-oriented professional who works efficiently and independently and also collaborates with co-workers.
- Must work well with the public and diverse types of people, have strong customer service and verbal / written communication skills.
- Must be able to follow written and verbal directions, solve problems, handle multiple priorities, work under deadlines, and make sound decisions.
- Must have a general understanding of office technology and proficiency with PCs, the MS Office suite of products and Acrobat required.

EDUCATION, CERTIFICATIONS AND EXPERIENCE:

High school education or equivalent completed; three to five years' office work experience.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:

Work is performed in an office environment or in the Council Chambers and requires extended periods of time sitting in front of a computer screen and periods standing. Hours are generally Monday through Friday 40 hours per week. Requires coverage of 2 monthly night meetings. Must be able to lift 20 pounds on an intermittent basis. The small organizational setting requires a strong work ethic where all employees are expected to cross train and assist others as needed to cover staff absences and busy periods