

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: NB063 Deputy City Clerk
POSITION #/TITLE: 0212 Deputy City Clerk	Adopted: 07-97
	Revised: 08-16

POSITION DESCRIPTION

Dept: Clerk	Manager Level: Program Administrator
Salary Plan/Description: NBU/Non-Bargaining Unit	Salary Grade: 11 12 (with certification)
Reports To Position #/Job Code #/JC Title: 0218/NB038/City Clerk	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Exempt	City Overtime Status (Employee Type): Exempt (Salaried)
Physical Demand Rating: Sedentary	Work Environment: Controlled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: Standard & Advanced Word, Standard Excel, Outlook
Personal Protective Equipment: None	

General Statement of Duties

Processes public improvement contracts, records public documents and ensures publication of public notices; performs related work as required. Provides technical assistance and support to the City Clerk.

Distinguishing Features of the Class

Considerable leeway is granted for the exercise of independent judgment and initiative. May provide work direction to licensing and administrative staff. The Deputy City Clerk serves as the City Clerk in the City Clerk's absence.

Examples of Essential Work (Illustrative Only)

Plans, develops, and evaluates the operational processes, procedures and functions of the licensing and administrative services supporting the City Clerk's Office;

Plans, develops, and evaluates coordination and information dissemination processes for public improvement contract publication, contracting, recording and administrative management;

Certifies recording of deeds, resolutions and other documents to the County Recorder, certifies property assessments to the County Treasurer, forwards original records to property owners and petitioners and maintains permanent record of documents as well as entry into the OnBase system;

Provides work direction to department's licensing and administrative staff to ensure compliance with departmental and citywide standards;

Manages and assists in the preparation of City Council agendas and meeting minutes;

Assists the City Clerk in budgetary activities for the City Clerk's Office;

Assists in the selection of licensing and administrative staff;

Plans and develops the department's licensing and administrative staff to ensure compliance with departmental and citywide standards;

Manages and coordinates the continued use of OnBase, document management system and Energov, land systems management software and continuous improvement processes as they relate to administrative/office operations;

Develops and administers policies and procedures for work activities, projects, plans and programs;

Develops and manages official notice development and dissemination, prepares Council meeting proceedings for publication and allocates costs for budgetary reporting;

Manages and documents annexation notification and reporting compliance activities;

Researches and interprets the Cedar Rapids Municipal Code;
Ensures compliance with all applicable laws and regulations pertaining to the retention of public records and assists in the archival of historical documents;
Reviews and analyzes methods, policies, procedures and performance to implement or recommend implementation of administrative improvement systems;
Serves as liaison to internal and external customers and responds to requests and inquiries concerning programs, policies, procedures, time lines and official administrative document generation, analysis and services;
Manages the development of purchasing specifications and requests for proposals for the purchase of office equipment and public education materials and services;
Serves as the City Clerk in the City Clerk's absence and recommends administrative and planning projects;
Monitors operating expenses for administrative and licensing programs;
Follows up on Council, department directors, other City employees and citizen inquires and concerns by doing the appropriate research and then contacting them with the results;
Attends meetings, trainings, conferences and workshops;
Performs all work duties and activities in accordance with City policies, procedures and safety practices;
Attends work regularly at the designated place and time;
Supports continuous process improvement initiatives;
Performs related work as required.

Required Knowledge and Abilities

Comprehensive knowledge of the principles and practices of office and business management, including strategic planning, budgeting and personnel administration;
Comprehensive knowledge of record management, retention and disposal;
Thorough knowledge of the Cedar Rapids Municipal Code;
Thorough knowledge of State laws, rules and regulations for the development of city resolutions, ordinances and codes;
Thorough knowledge of State laws, rules and regulations for public meetings, notifications and proceedings;
Thorough knowledge of operating a personal computer and using program applications appropriate to assigned duties and responsibilities;
Thorough knowledge of modern office procedures, practices and equipment;
Thorough knowledge of performance/outcome measurements;
Good knowledge of the organizational structure of City government and the functions of government in a municipality;
Ability to read and interpret laws, resolutions, ordinances, code, licensing specifications and contracts;
Ability to train, mentor, assign and motivate the work of others;
Ability to prepare accurate and reliable reports containing legal terminology, licensing requirements and personnel findings, conclusions, recommendations;
Ability to record and transcribe minutes and meetings containing engineering, legal, personnel and business terminology;
Ability to prepare accurate and reliable reports containing findings, conclusions, recommendations for a variety of reports containing educational proposals, budgeting, grant and funding specifications, and education and public relations concepts and processes;
Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities including thorough knowledge of OnBase document management system and Energov, land systems management software;
Ability to organize, plan and execute work tasks utilizing continuous process improvement techniques;
Ability to handle confidential and administrative information with tact and discretion;
Ability to understand and follow complex oral and written instructions;
Ability to understand and make work decisions in accordance with office rules, regulations, policies and procedures;

Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Graduation from an accredited college or university with a Bachelor's Degree in Business Administration or related field; or
Considerable experience in office administration and record management and retention; or
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Required Special Qualifications

Iowa Certified Municipal Clerk accreditation completed within 5-years of appointment.

Essential Physical Abilities

Requires the following with or without reasonable accommodation:
Sufficient clarity of speech and hearing, which permits the employee to communicate effectively;
Sufficient vision, which permits the employee to inspect licensing requirements and determinations, election documentation and resolutions, and ordinance and municipal code development;
Sufficient manual dexterity, which permits the employee to operate computer input equipment and tape dictation and transcription equipment;
Sufficient personal mobility, which permits the employee to monitor City Council meetings and office operations.