

**CITY OF BLACK HAWK
2016 Job Description**

JOB TITLE:	Deputy City Clerk	DEPARTMENT:	Administrative Services
REPORTS TO:	City Clerk/Administrative Service Director	EXEMPT:	No
HIRING RANGE: \$23.9995 - \$27.5995 / HR			

SUMMARY

The position is an integral part of the executive team representing the Administrative Service Department; therefore, a sense of decorum is required which is appropriate and suitable to the office. The individual shall possess a mastery of office skills, exercise initiative and judgment, make decisions within the scope of assigned authority and provide general information and assistance to the public. Perform a wide variety of complex, responsible, and confidential duties for the City Clerk's Office.

DUTIES AND RESPONSIBILITIES

- Greet, interface and answer inquiries from the public requiring knowledge of department or division policies and procedures; answer and screen incoming phone calls; handle inquiries directly or refer to appropriate team member.
- Interface with other City and State departments and maintain a good working relationship.
- Record and file legal and official City records; prepare City Council agendas, assemble packets and distribute to City Council and Management Team, along with misc. media reports and GAA documents; certify, post and process official documents;. Send City Attorney all executed documents.
- Coordinate the gathering of ordinances and resolutions and the maintenance of complete files of legal and official documents and records; prepare ordinances and work directly with codifier for every two year codification.
- Process applications for liquor and marijuana licenses and renewals; issue licenses; maintain records and post public hearing notices appropriately. Perform inspections and background investigations as needed.
- Develop forms and processes necessary to operate efficiently and effectively.
- Issue contractor registrations, business, hotel and shuttle licenses in accordance with local ordinances and State Statutes. Send out renewal notices annually.
- Propose improvements for record management for Clerk's Office; participate in the hard and electronic filing, indexing, and cross referencing of contracts, resolutions, minutes and ordinances and other legal documents. Maintain all Clerk related files.
- Compose memos, agendas, resolutions, amendments to ordinances, proclamations and other correspondence.
- Perform a wide variety of complex, research, and confidential duties as assigned.
- Act as City Clerk during Clerk's absence.
- Assist in the development of annual department budget and monitor monthly expenses within approved department budget.

- Assist City Clerk in directing and preparing for all municipal and special elections and registering voters.
- Read, understand and stay up-to-date on local laws, Municipal Code, State Liquor and Marijuana Code, and State Statutes.
- Attend City Council meetings and generate, from notes and audiotape, City Council Minutes for approval in a format set forth by City Clerk.
- Aid in preparation and maintenance of general information files regarding all matters under the jurisdiction of the City of Black Hawk. Fulfill all Open Records Requests.
- Post Public Meetings in accordance with State Statutes and Municipal code.
- Assist other departments in record research and duties such as mailings, filing, and occasional coverage of meetings, as assigned by the City Clerk.
- Provide notary services for the public and City staff.
- Assist in picking up and delivering mail on a daily basis and distribute to appropriate departments.
- Update City Council and City Clerk's webpage on the City's website.
- Fulfill all Open Records Requests and respond within statutory deadlines.
- Create and update Standard Operating Procedures for City Clerk in the Policy and procedure Manager Software.
- Attend Historic Preservation Commission meetings. Record and prepare minutes.
- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

None.

QUALIFICATIONS

Knowledge of:

- English usage with correct spelling, grammar, and punctuation.
- Current technology for office procedures, methods, and computer equipment.
- Business letter writing and advanced report preparation.
- Principles and procedures of record keeping.
- Basic financial and accounting background.

Ability to:

- Perform responsible and difficult clerical work involving the use of independent judgment and personal initiative.
- Quickly research and retrieve information from City hard and electronic filing systems.
- Work on multiple projects simultaneously.
- Compile and maintain complex and extensive records and prepare routine reports.
- Maintain confidential data and information for executive staff.
- Type at a speed necessary for successful job performance.
- Transcribe audiotaped minutes at a speed necessary for successful job performance.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

- Exercise strong organizational skills.
- Work under pressure.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Work courteously and cooperatively with other departments, City officials, and outside agencies.
- Become CMC certified within three years.

EXPERIENCE and/or TRAINING

- High School Diploma or GED.
- Ability to obtain certification from the Colorado Municipal Clerks Association within three years.
- Three years progressively responsible work experience in administrative and/or executive secretarial work.
- Must have a working knowledge of relevant office computer systems and high proficiency with Microsoft Office Suite.
- Valid Colorado Driver's License with a good driving record.

EQUIPMENT USED

- Constant Daily Use: telephones, cell phones, pagers, computers, calculators, copy machines, fax machines and scanners.

COMMUNICATION SKILLS

- Ability to courteously respond to common inquiries or complaints from the general public, residents, City employees, officials and outside agencies.
- Ability to effectively present, both in verbal and written form, information to elected officials, members of the Management Team, City employees, the public and outside agencies.
- Demonstrate flexibility, diplomacy, and discretion when communicating.
- Communicate clearly and concisely, both verbally and in writing.

REASONING ABILITY

- Identify problems, collect data, establish facts, and draw valid conclusions.

PHYSICAL DEMANDS

The employee is regularly required to sit; stand; walk; reach with hands and arms; stoop and kneel, crouch, squat or crawl. Work in this position is generally limited to a standard office environment, but the employee must occasionally lift and/or move up to 25 pounds. The employee is also regularly required to talk and hear and use hands and fingers. Specific vision abilities required by this position include close, distance, color and peripheral vision, as well as depth perception, and the ability to adjust focus.

COMMENTS

The intent of this job description is to describe the types of job tasks and levels of responsibility and difficulty required of persons assigned to this job title. This is not to be considered a detailed description of every duty/responsibility of the job.

The City of Black Hawk is an Equal Opportunity Employer. Pursuant to the *Immigrations Reform and Control Act*, it is the City's intention to hire only individuals who are United States citizens or aliens authorized to work and live in the United States.

I have read and fully understand the duties of the job description.

Signature: _____ Date: _____