

Job Description

Human Resource Use
Only

Position Number:
Step/Grade
Effective Date: 08/2013

POSITION IDENTIFICATION

Position Title: Lead Administration Support Specialist
Division: City Clerk
Status: Full Time / Exempt
Normal Workweek: Mon-Fri (7:30 a.m. – 4:30 p.m.)

SUPERVISORY RELATIONSHIPS

Reports to: City Clerk
Directly Supervises: Administrative Support Specialists

POSITION PURPOSE

This position serves as Deputy City Clerk for the City of Manitowoc; actively assists in the supervision and overall operation of the office; performs related work as required. This position requires thorough working knowledge of State Statutes and local ordinances because many office functions and procedures are governed by same and must be executed accordingly. The work involves contact with other municipal officials and the general public. The employee in this position works under the general direction of the City Clerk, but is responsible for directly supervising the staff and office operations.

ESSENTIAL DUTIES

- Responsible for administration of elections. Assists the City Clerk in preparing election notices, ballots, election instructions, nomination papers, and campaign finance notices, billing other jurisdictions for election costs, etc. Assists City Clerk in trouble-shooting problems at the various polling locations on Election Day and works the evening of Election Day to take returns from election inspectors.
- Prepares agendas and minutes for Council, Committee of the Whole and other various committees
- Trains, assigns, instructs and supervises members of the City Clerk's staff.
- Evaluates employees in the Clerk's office.
- Attends all Common Council meetings, including closed sessions concerning matters confidential to the City including labor relations matters. Takes minutes in shorthand (or equivalent), transcribes and is custodian of minutes. (Regular evening attendance required).
- Responsible for compliance with open meeting law. Oversees preparation and posting of open meeting notices.
- Prepares minutes for Board of Review, Board of Public Works, Board of Canvassers, , Committee of the Whole, and attends those meetings when required. (Evening attendance required).
- Records Council documents at Register of Deeds office.

- Carries out the actions of the Council by preparing public hearing notices for publication in the official newspaper, and composing letters, memoranda, reports, and associated correspondence.
- Prepares time cards and payroll information for City Clerk's office, alderpersons and election officials.
- Responsible for keeping a current record of insurance policies involving the City of Manitowoc and the City's contractual agreements. Ensures that adequate insurance coverage is maintained relating to City contracts and agreements.
- Answers inquiries and assists the public in preparing forms, applications, special assessments, voter registrations, zoning amendment applications, etc.
- Certifies special assessments and computes payments.
- Notarizes licenses and other official documents.
- Provides public information. Answers incoming telephone calls supplying information on Council actions, licensing, voting, etc.
- Maintains permanent lease files of leased parking stalls. Responsible for preparation of lease agreements, invoices and reports.
- Issues licenses and permits in the absence of the City Clerk.
- Prepares legal notices, notices for public hearing and ordinances for publication.
- Prepares required invoices for land contracts, lease agreements, options for purchase of land in the Industrial Park, etc. and keeps a record of these payments.
- Responsible for all City deeds, easements and property agreement records. Ensures that all permanent documents are retained and properly recorded and filed.
- Operates computer with word processing and other software programs, copier, calculator, faxes, and other office software.
- Creates election reports by extracting data from WIS Vote.

OTHER DUTIES

Performs other related duties as assigned.

MINIMUM POSITION QUALIFICATIONS

- Education:** Bachelor's Degree in public administration or paralegal training, or the equivalent combination of experience and training which provides the required knowledge, skills and abilities, as determined by the employer.
- Experience:** Minimum of five years of progressively responsible experience in business office functions.
- Certifications/Licenses:** Certified Municipal Clerk designation (CMC) desirable.
- Other Requirements:** No other requirements

KNOWLEDGE, SKILLS, & ABILITIES

This position must possess the ability to communicate well both orally and in writing; compose business letters in response to various requests that are presented to the Common Council and Board of Public Works; interpret Wisconsin Statutes, ordinances and policies in relation to the operation of the City Clerk's office and municipal functions, including the procedures of the Common Council; knowledge of personnel law; ability to follow complex oral and written directions; ability to hire, supervise and evaluate employees; and the ability to get along well with others. This position must demonstrate the ability to maintain complex clerical records and prepare reports from such records; ability to make decisions in accordance with laws, regulations and established procedures; ability to plan and supervise the work of others; good judgment, tact

and courtesy. This position must have proficiency with Microsoft Office applications required. Considerable knowledge of office terminology, procedures and equipment; the ability to exercise good judgment and reasoning ability when carrying out the duties of the office; and/or experience in taking and transcribing minutes; knowledge of insurance coverages and ability to understand contract language and have ability to identify required elements of contract. This position must have the ability to add, subtract, multiply, divide, calculate percentages, fractions and decimals for accurate calculations of lease payments, special assessments payments, etc.

BACKGROUND CHECKS- Condition of Employment

PHYSICAL DEMANDS

The physical demands described herein 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 enable individuals with disabilities to perform the essential functions.

Manual Dexterity: Work requires definite skilled and accurate physical operations requiring some closely coordinated performance. While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk, hear and coordinate movement of eyes, hands, feet and limbs in the operation of office equipment including a computer, typewriter, fax machine, digital recorder, calculator, etc.

Physical Effort: Work requires handling average weight materials or equipment, but not for sustained periods. The employee is also regularly required to lift and handle the tax assessment rolls, and voting equipment (15-25 lbs.).

Working Conditions: The noise level in the work environment is moderately quiet. The work environment is normally indoors with controlled climate conditions. Occasionally the employee may be required to be outdoors for a short period of time, and therefore subject to varying weather conditions, for purposes of accomplishing the essential functions of this job.

This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and abilities as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct, and control the duties of employees under supervision. The City of Manitowoc retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment.

This job description is not a contract for employment.

The City of Manitowoc is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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