

CITY OF OVERLAND PARK POSITION DESCRIPTION

TITLE:	Assistant City Clerk	BAND/LEVEL:	Mgmt I
DEPARTMENT:	Finance, Budget & Administration	JOB NO:	2165
DIVISION:	City Clerk	DATE:	3/25/12
REPORTS TO:	City Clerk	FLSA STATUS:	NE
FULL-TIME:XX _____ PART-TIME: _____ TEMPORARY: _____		COST CENTER:	153

REPLACES: Assistant City Clerk

DATE: 2/24/02

JOB SUMMARY STATEMENT:

Plans, directs, and coordinates the preparation, distribution and retention of minutes and agendas. Supervises and coordinates the work of the recording secretary staff responsible for transcription and distribution of official meetings of the Council, Council Committees, Development Corporation, Investments Committees and Planning Commission. Coordinates City bidding process and annual Quantitative Purchase of Stationery. Coordinates contract administration retention of Governing Body ordinances and resolutions, and distribution of legal notices and publications. Assists City Clerk in planning and directing activities of the City Clerk's office.

DUTIES AND RESPONSIBILITIES:

1. Supervises Recording Secretaries (telecommuting staff). Assigns Recording Secretaries to record, transcribe, and distribute standing Committees, Council, Committee-of-the-Whole, Planning Commission, Overland Park Development Corporation and Investment Committee meeting minutes. Reviews, proofs and edits minutes of each meeting. Tracks approval, distribution and placement of minutes on City Web site for public access. Indexes agenda items and Governing Body action into Minutes Indexing System. Works with Information Technology staff to troubleshoot sound system and recording equipment issues. Prepares data for quarterly performance measures reflecting productivity measures, including meetings assigned and transcription completed.
2. Coordinates, prepares and distributes City Council and Special Council meeting agendas, Provides back-up support for preparation of Committee of the Whole and FAED agendas. Reviews agendas and makes changes and corrections. Posts meeting agendas and notices to the City Web site for Commissions, Boards and Plural Authorities. Distributes Call and Notices for information special meetings of the Council in compliance with the Kansas Open Meetings Act. Verifies that proper notice has been given.
3. Coordinates and directs contract administration. Logs and tracks City contracts approved by the Governing Body and/or Department Directors. Maintains contract files and tracks contract insurance. Files and/or coordinates the filing of statutory bonds. Coordinates workflow process for document imaging files. Answers questions and provides information to staff, Governing Body and the general public. Directs inquiry to appropriate party when necessary.
4. Coordinates City bidding process. Schedules bid openings, publication of notices and posting of notices on the City Web site. Accepts bids, attends bid openings, track bids to ensure they are listed on agenda for Council consideration. Retains bid bond and tracks cashiers checks on deposit with the City until proper release date.
5. Prepares monthly calendar, yearly calendar, and meeting room schedules for reservation of Council Chamber Conference Room No. 1 and FBA Conference Room.
6. Coordinates annual Quantitative Purchase of Stationery and annual contract for typewriter maintenance for all City departments. Schedules bid opening, opens and records bids and prepares tabulations. Submits to City Council for approval. Meets with and reviews project requirements with successful bidder. Acts as liaison between City and vendor.
7. Keeps records of committee/board vacancies and council/committee meeting hours and member attendance and provides quarterly notification to Mayor and staff. Coordinates with departments appointment/reappointment dates.
8. Prepares quarterly report of cereal malt beverage state stamps issued and coordinates timely filing with the State.
9. Coordinates publication of legal notices in official city newspaper. Review proof documents for notices prior to publication. Maintains database log. Obtains and distributes affidavits of publications and processes/reconciles billings

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to City Purchase Card. Posts legal notices and RSS (Rich Site Summary) Feed data on the City Web site.

10. Assigns number to ordinances and resolutions and maintains a database log of same. Indexes and tracks all ordinances and resolutions approved by the Governing Body. Coordinates workflow process for document imaging files.
11. Indexes Deeds and Easement documents. Coordinates with Imaging Clerk the entry of documents into imaging system.
12. Maintains Governing Body Policy Manual on the City Web site.
13. Updates content on the Finance and City Clerk homepage on OPNet (City Intranet).
14. Assists City Clerk with the review and update of the Records Management Policy and Retention and Destruction Schedule. Purges files annually as outlined in the Retention and Destruction Schedule and prepares files for imaging system and Department Archive. Serves as alternate records custodian for City Clerk division and provides access and copies of records to requestors.
15. Assists City Clerk in planning and directing activities and Work Plan of the City Clerk's office and assumes responsibility for the City Clerk's Office as needed.
16. Serves as a notary and notarizes and certifies documents as required.
17. Responds to open records requests to provide information requested and to ensure open government.
18. Participates in the Department Strategic Planning process by serving on Department task forces and committees.
19. Serves on City phone bank during Emergency Operations.
20. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.
21. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

Basic education with additional college level business courses or an equivalent combination of education and work experience.

EXPERIENCE:

Two years of office experience preferably in a City Clerk environment, or an equivalent level of experience. One year of supervisory experience.

SKILLS:

1. Good oral and written communication skills
2. Good listening skills
3. Good interpersonal skills
4. Excellent organizational skills
5. Excellent grammar, punctuation and spelling skills

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MENTAL REQUIREMENTS:

1. Ability to read and comprehend city policies and ordinances; State and Federal laws.
2. Ability to train and guide others
3. Ability to prioritize work
4. Ability to analyze complex problems and recommend possible solutions
5. Ability to access situation and use judgment and make independent decisions
6. Ability to handle multiple tasks

PHYSICAL REQUIREMENTS:

1. Ability to make and receive phone calls
2. Hand and eye coordination adequate to input personnel computer and operate various office equipment
3. Visual stamina and acuity

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

Recording Secretary Staff

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.