

ASSISTANT TO CLERK/ADMINISTRATOR

Position Title: Assistant to the Clerk/Administrator

Department: Administration

Pay Grade: 4

Supervisor's Title: Clerk/Administrator

Work Status: Full-time

PURPOSE:

Serves as principal assistant to the Clerk/Administrator. Performs a variety of routine and complex analytical, clerical, and technical work. Assists in planning, directing, organizing and reviewing City programs and procedures. Exercises primary responsibility for facilitating communication between the City and the community through electronic and print media.

ORGANIZATIONAL RELATIONSHIPS:

Reports to: Clerk/Administrator

Communicates with:

- *Internally* – Clerk/Administrator, Accounts Payable Clerk, Utility Billing Clerk, Finance Officer, Public Works and Zoning Director, and all other City employees
- *Externally* – Business/civic/community groups, City residents, and the general public

Supervises: None

ESSENTIAL FUNCTIONS:

- Provides administrative support to Clerk/Administrator.
- Develops and posts informational materials about City programs and services; maintains and updates City website and cable access channel.
- Assists with developing economic initiatives and promoting business development.
- Attends Caledonia EDA meetings and prepares EDA meeting minutes.
- Prepares grant proposals and applications, and other necessary documents as may be required for community services and programs.
- Assists Zoning Administrator with reviewing zoning applications.
- Assists Zoning Administrator with monitoring and enforcing City Code provisions related to zoning, land use, property maintenance, and nuisances.
- Assists with preparation of agenda and Council packets for City Council meetings.
- Assists with responding to government data requests.
- Assists with administering general and special elections as needed.
- Assists in planning, directing, organizing, and reviewing City programs and procedures.
- Monitors and tracks fixed assets for all departments.
- Maintains confidential and private information generated within the City.
- Manages special projects.
- Answers phones and assists in staffing front counter; personally responds to questions/concerns or refers to appropriate person; and assists in sorting/routing mail.
- Perform other related duties as delegated by the supervisor.
- Notarizes appropriate legal documents.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of municipal governmental organization and operations.
- Knowledge of applicable federal, state and local laws, ordinances and regulations.
- Knowledge of City Code and zoning laws.
- Knowledge of basic bookkeeping/accounting practices and procedures.
- Knowledge of data privacy and open meeting law requirements.
- Knowledge of basic election law, practices and procedures.

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- Knowledge of social media trends and applications.
- Ability to utilize computer applications such as Microsoft Office, Microsoft Excel, and WordPress.
- Ability to handle confidential and sensitive information with appropriate degree of discretion.
- Ability to research and analyze data, determine alternatives, and make recommendations.
- Ability to work independently and plan, organize and prioritize work tasks; ability to make decisions in accordance with established policies and procedures.
- Ability to complete assignments in a timely, accurate, professional manner.
- Ability to perform multiple tasks at one time and ability to focus on the task at hand even during stressful and time-critical situations.
- Ability to communicate effectively both orally and in writing with the mayor, City Council, City employees, the media, law enforcement agencies, and the general public.

Machines, tools, and equipment used: computer, multi-line phone system, typewriter, calculator, fax, copier, postage machine, transcription and other recording/AV equipment and various other office tools/equipment.

MINIMUM TRAINING AND EXPERIENCE:

- High school diploma or equivalent plus two years of experience in administrative work with frequent public contact (government setting preferred).
- OR-
- Graduation from a college or university with a bachelor's degree, preferably in public administration, business, economics, marketing, English, government, or a closely related field
- Must have a current Minnesota driver's license or the ability to obtain one.

PREFERRED QUALIFICATIONS:

- Experience in website maintenance and public communication.
- Experience in economic development or business assistance.
- Experience in grant procurement and administration.

WORKING CONDITIONS:

Works in typical office setting for extended periods of time working at computer and desk. Uses fine motor skills and performs repetitive movements and some lifting/carrying of objects (up to 20-25 pounds) such as office supplies and files. Uses near vision, hearing, and sense of touch.

The City of Caledonia does not discriminate on the basis of race, religion, national origin, color, sex, age, veteran status, or disability in the admission or access to, or treatment or employment in, its services, programs, or activities.

An Equal Opportunity/Affirmative Action Employer

Revised 7/2/18
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