



Position Vacancy

City Clerk/Administrative Secretary

The City Clerk/Administrative Secretary for the City of Douglas will be a responsible individual who possesses skills to perform a variety of clerical and administrative detail work associated with local government administration and assist executive administrative staff by performing complete secretarial duties. The successful candidate will have expert communication skills and be able to work effectively with the governing body, management team, employees and citizens.

Experience and Education: Four years records and communication work experience; knowledge and level of competency in secretarial science or related field at associate level is preferred.

Duties: Carrying out the duties of the City Clerk as prescribed by State Statute and local ordinance. Preparation and distribution of agenda and supporting material. Attend and record proceedings of Council meetings. Administers and enforces business and liquor license ordinances. Maintains record management and filing systems. Responsible for all legal publications and advertising. Conducts bid opening and obtains contract signatures. Maintains cemetery records.

Compensation: \$20.96 per hour depending on experience.

Current Benefits:

Health Insurance: Employee and dependent coverage, entire premium paid by the City. Annual Deductible \$750 person, \$1,500 family. Participating provider 90/10. Non participating provider 80/20. Routine care 100%. Out of pocket maximum \$3,000 per calendar year.

Dental: Diagnostic and preventative 100%. Basic services 80%. Major services 50%.

Vision: Exam 100%, \$50 maximum. Lenses 100%, one pair per calendar year. Frames 100%, \$90 maximum per two calendar years. Exam \$15 deductible. Materials \$15 deductible.

Prescription: Deductible \$50 person, \$100 family.

Life: Annual salary equivalent.

Retirement Pension: Participation in Wyoming Retirement Plan contribution 17.2,% paid by City.

457 Deferred Compensation: Eligible for participation.

Vacation Leave: 12 days per year accrual; additional accrual after four years of service.

Sick Leave: 12 days per year accrual.

Holiday: 10 days per year.

Fitness Benefit: Monthly payment of \$10 toward membership. Reimbursement of remaining membership with average of 10 check ins for calendar year.

Cafeteria Plan: Eligible for participation.

Applications will be accepted until filled with initial review beginning February 10, 2020. A full job description and application may be obtained on our website, www.cityofdouglas.org, or contacting the Administrative Services Department, 101 N 4th St., PO Box 1030, Douglas, WY 82633, 307-358-3462, mnicol@cityofdouglas.org.

CITY OF DOUGLAS

**POSITION SPECIFICATION
Amended 11/14/05**

TITLE: CITY CLERK/ADMINISTRATIVE SECRETARY

CLASS CODE: 1215

GENERAL DESCRIPTION:

PERFORMS A VARIETY OF RESPONSIBLE CLERICAL AND ADMINISTRATIVE DETAIL WORK INVOLVED IN LOCAL GOVERNMENT ADMINISTRATION; ASSISTS EXECUTIVE ADMINISTRATIVE STAFF BY PERFORMING COMPLETE SECRETARIAL DUTIES.

(Any position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this classification).

SUPERVISION EXERCISED/ACCOUNTABILITY:

Works under general supervision of City Administrator and ~~Administrative Services Director~~. No supervisory responsibility.

MAJOR TASKS:

Carries out all duties of the City Clerk as prescribed by State Statute, local ordinance and custom, including attesting of signatures, administering oaths of office, manually signing all payroll and vendor checks, completing municipal election duties, recording official documents, etc.

Prepares agenda and supporting material for all Council meetings; types and distributes copies to designated individuals; attends and records proceedings of City Council meetings using tape recorder and abbreviated writing; types minutes, publishes and places in permanent record.

Administers and enforces city business and liquor licensing ordinances; interprets and explains regulations and procedures pertaining to license requirements.

Establishes, maintains and serves as custodian for the records management system for City; including permanent files for minutes, ordinances, resolutions, and other original legal documents.

Responsible for all legal publications and advertising of City; publishes ordinances, call for bids, public hearing notices, and other required materials.

Responsible for conducting all bid openings, properly recording openings, obtaining contract signatures, receiving and returning posted bonds, filing for permanent record.

Maintains cemetery records, issues cemetery permits and deeds.

Furnishes and receives information requiring considerable judgment, discretion and authority regarding business of work unit.

Types a variety of forms, reports, grant requests, correspondence and records from a variety of primary reference sources; transcribes complex or confidential recorded dictation for City Administrator and ~~other administrative staff~~; takes notes of general government staff meetings and other meetings as assigned; composes both routine and detailed correspondence dealing with subjects concerning work unit.

Maintains general Administrative filing system.

MINOR TASKS:

Prepares purchase documents according to established procedures examining and verifying the accuracy of the purchase documents; distributes approved purchasing documents to appropriate departments. Maintains contract files on all city maintenance agreements; prepares payment documentation as needed.

Completes travel and lodging arrangements for staff, Mayor and City Council, as required; arranges meetings; maintains appointment schedule for City Administrator ~~and Administrative Services Director~~.

Opens and separates mail for the department, noting priority mail, and distributes according to established plan or schedule.

Licenses all City vehicles.

Completes a variety of questionnaires, surveys and forms.

Copies or duplicates forms, documents, or other records, using copying machine.

Attends meetings, conferences and seminars.

Performs related duties as assigned.

KNOWLEDGE AREAS:

Considerable knowledge of office organization, methods, standards and practices; grammar, spelling and punctuation; knowledge of bookkeeping and filing techniques; general city operations, ordinances and organization acquired on the job; and parliamentary procedure.

SKILL/ABILITY AREAS:

Skill in operation of personal computer and other office machines as required; ability to perform a variety of secretarial duties requiring some exercise of independent judgment; skill in transcribing oral dictation; ability to establish and maintain effective interpersonal relationships with employees, other agencies and the public and to deal with public relations problems courteously and tactfully; ability to communicate effectively verbally and in writing; skill in maintenance of files and records; ability to read and interpret City Codes and Ordinances

SPECIAL CONDITIONS OF WORK:

Must sign non-disclosure agreement.

LEGAL REQUIREMENTS:

Must be bonded. Notary Public. Valid Wyoming Driver's License, Class C.

RECOMMENDED PREPARATION FOR EMPLOYMENT:

Completion of college course work at the associate level in secretarial science or related field and four years of records and communications work experience. Other training and experience will be evaluated for relevance to assignments in this position class.