ASHEVILLE, NORTH CAROLINA

Classification Specification

Deputy City Clerk
Job Code: 1055
FLSA: Exempt

Purpose of Classification:

The purpose of this classification is to assist in maintaining official records of the City and the City Council, to coordinate boards and commissions, including the appointment process, and to supervise operations and staff involved in processing public records requests.

Distinguishing Characteristics:

This is a single level classification.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff: plans, directs and reviews work of individuals and the team; processes employee concerns and problems and counsels as appropriate; recommends discipline, disciplinary actions, or discharge; completes employee performance appraisals and recommends salary increases; acts as a liaison between employees and City Manager and City Council; and trains staff in operations, policies, and procedures.

Organizes, prioritizes, and assigns work: prioritizes and schedules work activities in order to meet objectives; oversees employee work schedules to ensure adequate coverage and control; ensures that subordinates have the proper resources needed to complete the assigned work; monitors status of work in progress and inspects completed work; consults with assigned staff to assist with complex/problem situations and provide technical

expertise; and provides progress and activity reports to City Clerk, City Manager, or others as requested.

Serves as staff liaison to City Council boards, commissions, and committees: coordinates appointment process and training for City staff and members; develops and distributes resource materials for staff, members, board chairs, and interested candidates; plans and implements events to promote and inform; prepares and distributes annual report on demographics; and coordinates board member events.

Provides administrative and operational support to City Council: assists with the routing and approval process for agenda items; prepares for Council and committee meetings; develops resource guides and provides training for City staff regarding agenda submissions; prepares and submits notices meetings; orders food for Council meetings; provides other support to Council, as requested; attests City contracts; and maintains historical and official City records.

Performs office administration duties: assists in preparing, submitting, and administering budget for area of assignment; reconciles procurement card statements; orders office supplies; processes invoices for payment; manages office contracts; updates and maintains City Clerk and City Council web pages.

Supervises the processing of records requests in compliance with local, state, and federal laws, rules, and guidelines regarding open records: supervises and coordinates complex requests; supervises and assists in the review of extensive requests; provides guidance and technical expertise regarding interpreting requests and evaluating and identifying public records; and supervises and coordinates training for City staff.

Performs related duties in support of department operations: drafts proclamations; facilitates proclamation requests; and answers questions and provides information to citizens regarding City Council procedures, boards and commissions, and public records.

Communicates with City officials, supervisor, subordinates, other City employees, third party service contractors, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: receives, reviews, prepares, completes, processes, forwards or retains as appropriate various forms, reports, correspondence, staff reports, ordinances, resolutions, agenda items, contracts, records requests, resource guides, training materials, demographic reports, vacancy lists, flyers, and other documentation; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Operates a personal computer to enter, retrieve, review, or modify data, utilizing word processing, spreadsheet, database, presentation, Internet, e-mail, or other software; and operates general office or other equipment as necessary to complete essential functions.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

Bachelor’s Degree in Public Administration or a related field required; supplemented by two years of experience in office administration, records management, or closely related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: None.

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position.

Performance Aptitudes:

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to act as lead person or crew leader, providing guidance to a work unit, coordinating activities, and reviewing work of the unit.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA Compliance:

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

The City of Asheville 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.