JOB RESPONSIBILITIES

Prepares legislative packages for Council members.

Attends Council meetings, public hearings etc. - These meetings are held in the evenings rather than during the normal workday.

Transcribes minutes for Council Meeting proceedings

Maintains City Codified Ordinances, permanent records of City Ordinances, resolutions, etc.

Processes annexations

Provides miscellaneous administrative support to Council members

Performs other related duties as assigned

PHYSICAL REQUIREMENTS

Job requires incumbent to stand, walk, sit, use hands to finger/handle/feel and lift up to 10 pounds.
**REQUDE SKILL SETS**

### Occupational/Technical Skills
- Knowledge of basic legal practices
- Ability to use a transcriber and recorder
- Ability to use spreadsheet, database, word processing and selected job-specific software

### Administrative Skills
- Ability to analyze and resolve situations and problems
- Ability to organize work, set priorities and meet critical deadlines with a minimum of direction
- Ability to set goals and develop strategies and schedules for meeting them
- Ability to use techniques of effective time management
- Ability to handle multiple priorities and projects
- Ability to keep clear and accurate records and reports
- Ability to use a computer terminal to accurately and rapidly enter and retrieve data and information
- Knowledge of filing methods and records management techniques
- Knowledge of modern office equipment

### Cognitive Skills
- Ability to identify problems, recognizing symptoms, causes and alternative solutions
- Ability to make timely, sound decisions
- Knowledge of methods and techniques of research
- Ability to interpret professional periodicals and journals, technical procedures, and government regulations
- Ability to perform standard business arithmetic, including percentages and decimals
- Ability to draw accurate conclusions from financial and numerical material
- Ability to research, compile and summarize a variety of informational and statistical data and materials
- Knowledge of basic budgetary principles and practices
- Ability to develop original, unusual, successful approaches
- Ability to create and readily draw on a large pool of diverse sources of information
- Ability to process or generate information without either overlooking important items or getting enmeshed in technicalities

### Communications Skills
- Ability to let people know of decisions, changes, and other relevant information in a timely fashion
- Ability to speak effectively one-to-one
- Ability to speak effectively before groups and to respond to questions
- Ability to deliver effective presentations
- Ability to demonstrate attention to and convey understanding of the comments or questions of others
- Ability to use appropriate style, format, and tone in informal and formal business communications

### Interpersonal Skills
- Ability to use tact and discretion
- Ability to develop and maintain smooth, cooperative working relationships with peers, subordinates, and superiors
- Ability to deal courteously and diplomatically with the general public
- Ability to maintain issue confidentiality
- Ability to arrive at constructive solutions while maintaining positive working relationships
- Ability to take charge and initiate actions

### Leadership Skills

**DESCRIPTION OF WORKING CONDITIONS**

Work is typically performed in an office setting and is subject to pressure from deadlines. Work includes public meetings that are regularly held during evening hours.

**EXPERIENCE AND/OR EDUCATIONAL REQUIREMENTS**

Two year Associate degree or equivalent; three to five years of senior level or executive level secretarial or administrative assistant experience; or any combination of education, training and work experience which provides the required skill sets to perform the essential functions of the job.

The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This Position Description is intended to identify and illustrate the kinds of duties that may be assigned to its incumbents. It should not be interpreted as describing all of the duties that may ever be required of such an employee, or be used to limit the nature and extent of assignments such individuals may be given.

Completed by Resource Management Strategies, Inc. (RMS) on July 3, 1999. This position Description is based on a Position Analysis Questionnaire (PAQ) completed by the incumbent.