

Effective Date: JUNE 2023

<b>CITY OF MANHATTAN BEACH POSITION DESCRIPTION</b>		
Deputy Clerk – Non-exempt		
<b>DEPARTMENT:</b> Administration	<b>SUPERVISOR:</b> City Clerk/City Council	<b>SUPERVISES:</b> None

**NATURE OF WORK:**

Provides technical and other support to assist the City Clerk, Planning and Zoning Administrator and elected officials with City government administrative operations, and acts as back up to the City Clerk, in the City Clerk’s absence. When required may perform payroll, accounts receivable, and/or accounts payable work. Job requires considerable exercise of judgment and is typically performed under general or minimal supervision.

**ESSENTIAL FUNCTIONS OF THE JOB:**

Administrative:

- Carry out the policies established by the Council
- Carry out duties as requested by City Clerk, Planning Administrator and Council.
- When required, attend Council meetings and keep records of council proceedings
- Maintain Council meeting minute books
- Assist in preparation of Council meeting packets
- Perform and maintain all records to be filed and administer the retention schedule
- Maintain supply of office supplies

Customer Service:

- Greet and provide information to residents and visitors
- Answer routine questions of walk-ins, and answer all incoming phone calls
- Photocopy and transmit documents
- When required disburse all incoming mail, e-mail and telephone correspondence to appropriate employees and City Council
- Present a friendly and positive attitude at all times

Planning and Zoning:

- Keep records of Planning and Zoning proceedings
- Provide information for permit, variance, conditional use, and subdivision applications
- Answer routine questions regarding planning and zoning permits
- Maintain all planning and zoning files and documentation
- Transmit information to realtors and or residents for plat information and septic information
- Perform all property transfers in the planning and zoning data base
- File with County Recorder all variances and conditional use permits that have been approved by the council and planning commission

Personnel:

- When required, perform payroll for all employees

Website:

- Work with vendor to maintain accuracy of information published on the City website to include Community calendar, public notices, Council and Planning Commission agendas, packets, minutes, audio and newsletters.

Financing:

- When required review and process invoices.
- Maintain files for all claims and invoices

**REQUIRED KNOWLEDGE AND ABILITIES:**

- Ability to display a courteous and positive attitude and excellent customer service
- Ability to communicate effectively in person, over the phone, and in writing
- Knowledge of operational functions, services and activities of City Clerk's Office
- Knowledge of MN Data Practices Act, Open Meeting Law, election laws, and other state and federal laws that affect the City
- Knowledge of City ordinances, resolutions and policies

**CONDITIONS OF EMPLOYMENT:**

- Ability to establish and maintain cooperative working relationship with City officials and city staff, state and federal agencies and the general public.
- Must comply with organizational and departmental policies.

**WORK SCHEDULE:**

Approximately 5-10 hours per week, typically during the day but some work in the evenings to attend meetings.

**PHYSICAL DEMANDS/ WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Typically the duties are performed in an office setting, with a majority of the time sitting at a desk, meeting with visitors to the City offices in person or answering phones. Some physical tasks, such as light cleaning, are also required.

**MINIMUM EDUCATION/EXPERIENCE REQUIREMENTS:**

High School diploma or GED required, and two or more years of experience working in a municipal setting.

The duties listed above are intended only as an illustration of the various types of work that may be required. The omission of any specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee; the job description is subject to change by the employer as the needs of the employer and requirements of the job change.