

Adopted: September 2001, Revised: _____

Class Title: Deputy City Clerk/Admin Analyst I

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Coordinates, plans, monitors, and evaluates the production of all off-site event parameters and/or meetings or conferences for the City Council. Responds to inquiries by the general public. Acts as a liaison with event personnel and Media Manager in media relations for the City Council and City Clerk's office.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	M	Produces various events by coordinating event parameters from planning, design, and execution, handling all financial aspects, preparing requests for proposals, maintaining records, acting as a liaison between event personnel, conducting facility tours, monitoring set up and tear down, ensuring compliance with health and safety regulations, arranging leases, and supervising daily planning and execution of all meetings and conferences.
2	L	Provides support to the City Council and City Clerk by serving as a representative during special projects within the community, assisting with project implementation, and assisting the department in managerial administration and coordination of daily activities.
3	L	Promotes community relations by representing the Clerk's Office on various committees and task forces, assisting the Media Relations Manager in various matters, developing and maintaining working relationships with media representatives, maintaining mailing lists, and implementing programs.

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CLASS REQUIREMENTS:

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Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Five years experience in local government in public relations.
Certifications and Other Requirements	Valid Driver's License may be required, Certified Meeting Professional (CMP)
Reading	Work requires the ability to read reports, contracts, letters, memorandum, and general correspondence.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write reports, invitations, correspondence, and memorandum.
Managerial	Managerial responsibilities include designing and conducting research projects, managing individuals at off-site venues, and implementing various technical information as needed.
Budget Responsibility	N/A
Supervisory / Organizational Control	Job has no responsibility for the direction or supervision of others.
Complexity	Work is governed by broad instructions, objectives and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

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OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light	Medium X	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	At office equipment, on site at events
Sitting	O	Computer, desk work, answering telephone, driving
Walking	F	Meeting preparations, deliveries, errands
Lifting	O	Boxes, on site preparations
Carrying	O	Boxes
Pushing/Pulling	F	Carts
Reaching	F	On site materials
Handling	F	Preparing invitations
Fine Dexterity	F	Computer keyboard, writing, telephone keypad
Kneeling	O	Retrieving documents, setting up on site events
Crouching	O	Retrieving documents, setting up on site events
Crawling	N	
Bending	F	Setting up on site events
Twisting	O	Boxes, setting up on site events
Climbing	O	Ladders, stairs
Balancing	O	On ladders, stairs
Vision	C	Computer monitor, operating equipment, reading, driving
Hearing	C	Communicating with personnel and general public, on telephone
Talking	F	Communicating with personnel and general public, on telephone
Foot Controls	R	Driving
Other (specify)	N	

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MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Copy machine, fax machine, typewriter, telephone, general office supplies, vehicle, computer, printer, scanner, standard Microsoft Windows and Office software

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS		PRIMARY WORK LOCATION	
Mechanical Hazards	N	Dirt and Dust	N	Office Environment	X
Chemical Hazards	N	Extreme Temperatures	N	Warehouse	--
Electrical Hazards	N	Noise and Vibration	N	Shop	--
Fire Hazards	N	Fumes and Odors	N	Vehicle	--
Explosives	N	Wetness/Humidity	N	Outdoors	--
Communicable Diseases	N	Darkness or Poor Lighting	N	Other (see 2 below)	X
Physical Danger or Abuse	N				
Other (see 1 below)	N				

- (1)
- (2) Various event locations

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	R
Other (see 3 below)	N

- (3)