



Deputy City Clerk / Communications Assistant (Full-Time) Job Description

The Deputy City Clerk/Communications Assistant is responsible for handling the day-to-day operations of the City Clerk's Office, as well as for communicating with the public via various electronic platforms. The Deputy City Clerk / Communications Assistant position is one that requires a leader who possesses excellent communications skills, both written and verbal, a willingness to use technology to improve customer communication and relations, and the ability to work independently to meet various deadlines and attain goals. The position reports directly to the City Clerk/Finance Director and the Court Clerk/Deputy City Clerk.

The primary duties of this position include all tasks associated with and attendance of meetings of all City of Perkins commissions, boards, and trusts; preparation of information for open records requests; records retention; communication with the public via the city's website, text message system, and social media platforms; and serving as departmental contact for customer service technology platforms. In the absence of the City Clerk, the Deputy City Clerk acts in the capacity of City Clerk.

The Deputy City Clerk / Communications Assistant must be able to manage multiple tasks and projects simultaneously, while adhering to appropriate laws, guidelines, policies, and procedures. She or he should be proficient in goal-setting, organization, and attention to detail.

With training, the successful candidate will be able to articulate clearly regarding a vast array of topics including the Oklahoma Open Meetings Act and Open Records Act, Robert's Rules of Order, City of Perkins charter and code, and general city information.

After completion of the 60-day introductory period, this full-time position offers excellent benefits including health, dental, and vision insurance, a pension plan, paid holidays, paid vacation and sick leave, and a cell phone stipend; with optional life insurance, disability, and accident/disease coverage.

START DATE:

Tuesday, July 5, 2022

HOURS & WAGE:

The Deputy City Clerk / Communications Assistant is a full-time position, with a salary range of \$37,440 to \$40,560 per year, commensurate with experience. In accordance with the Fair Labor Standards Act, compensatory time off will be given in lieu of overtime, except as specifically required by law or contract.

This position allows for a somewhat flexible work schedule, as the Deputy City Clerk / Communications Assistant will be required to attend all meetings of all City of Perkins commissions, boards, and trusts, many of which occur in the early evening, usually concluding by 7:30 p.m. Regular office hours are Monday through Friday from 8 a.m. to 5 p.m. with a one-hour lunch break, but these hours may be shifted for days on which meetings occur. A schedule can be determined between the successful candidate and the City Clerk/Finance Director.

All City of Perkins full-time staff are considered essential and may be required to report to work during emergency situations.

JOB LOCATIONS:

- Most work will be performed at Perkins City Hall.
- Travel may be infrequently required for training or professional meetings or events.
- Successful applicant must reside within a 30-mile radius of the city limits of Perkins.

POST-OFFER REQUIREMENTS:

- Background screening including criminal history/sex offender check
- Driving record check
- Drug screening

INTRODUCTORY PERIOD: 60 days

POST-HIRE REQUIREMENTS:

- Periodic driving record checks
- Periodic drug screening

QUALIFICATIONS

- To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements below 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.

ESSENTIAL JOB FUNCTIONS:

All job functions will be in coordination with and under the supervision of the City Manager, City Clerk/Finance Director, Court Clerk/Deputy City Clerk, and/or City Attorney, as appropriate.

- Develop and produce meeting agendas, minutes, and publications for meetings of the City Commission (monthly), Perkins Public Works Authority (monthly), Perkins Industrial Development Authority (quarterly), Floodplain Board (quarterly), Planning Commission (quarterly), Board of Adjustment (annually), Parks and Recreation Board (quarterly), Library Board (quarterly), and Oklahoma Territorial Plaza Trust (quarterly), and other regular, special, or emergency meetings as needed.
- Prepare, post, and/or publish public notices, legal advertisements of notices, agendas, ordinances, resolutions, etc., as necessary
- Prepare space for all public meetings
- Manage livestreaming equipment, YouTube platform, and all associated video and audio processes and procedures for all public meetings
- Manage collection, preparation, and distribution of meeting materials for all public meetings
- Attend and serve as clerk/secretary at all meetings of City of Perkins commissions, boards, and trusts
- Upload recordings, videos, agendas, minutes, and other information and reports to the city's website
- Compose, manage, and maintain meeting minutes, ordinances, resolutions, and proclamations
- Coordinate codification of municipal code
- Assist in the production of city policies, procedures, records retention and disposition schedules, etc.
- Prepare, submit, and coordinate insurance claims against the city
- Administer the function of public record disclosure, assist the public in accessing records and information in compliance with the Open Records Act and city policy
- Preserve and protect the city's historical records and information, as required by law and/or city record retention and disposition schedule
- Produce, process, and track all documents pertaining to nuisance abatements; file same at the County Clerk and Treasurer's Offices, as appropriate
- Prepare and post information, announcements, calendar entries, etc., to city website and social media platforms
- Prepare and disseminate information utilizing the city's text message platform
- Research, analyze, interpret, and accurately prepare a variety of documents, reports, and forms
- Oversee implementation of new computer program platforms, processes, or applications; provide support for Internet Technology liaison as assigned
- Assist with daily collection and deposit of city funds
- Cross-train with other departments to ensure a seamless continuity of services to our citizens and community
- Provide exceptional customer service including answering the telephone, working the front counter, and handling monetary transactions
- Keep supervisors advised of all changes and situations occurring in the operations of the department
- Perform other duties as assigned

SUPERVISORY RESPONSIBILITIES

- In the absence of the City Clerk/Finance Director, may be asked to perform duties of that position. May be required to address complaints, collect information, conduct research, produce data, and/or resolve problems.

EDUCATION, TRAINING, & EXPERIENCE REQUIRED/PREFERRED:

- Bachelor's Degree from an accredited college or university and a minimum of two years of full-time, or equivalent part-time, administrative work that includes time management, goal-setting, organization, and attention to detail, **or equivalent combination of education and experience**, which proves the required skills, knowledge, and abilities, will be considered.
- Field of study in business management, journalism, communications, sociology, education, political science, or a related field is preferred
- Experience in effectively multitasking in a fast-paced public or service setting, while maintaining composure and professionalism is preferred, but not required
- Experience in the public sector is preferred, but not required

SPECIAL CERTIFICATES, REGISTRATIONS, LICENSES REQUIRED:

- Valid driver's license
- Ability to obtain certification as a Municipal Clerk within one year
- Maintenance of Municipal Clerk certification annually
- Ability to become a notary public within six months
- Must be bondable

SKILLS, HABITS, KNOWLEDGE, & ABILITIES REQUIRED:

Work Habits

- Be self-motivated and exhibit personal initiative to looking beyond the bare minimum of what's required
- Perform a variety of specialized work with attention to detail and accuracy involving the use of independent judgment based upon experience, research, knowledge, or training, without supervision
- Manage time effectively and set priorities in order to meet various deadlines and attain goals
- Thrive in an environment that is fast-paced and requires the ability to multi-task
- Maintain strict confidentiality

Communication Skills

- Receive, relay, and transfer information accurately
- Communicate fluently, effectively, and professionally in the English language, utilizing correct spelling, punctuation, and grammar
- Write clearly and concisely for a variety of audiences
- Communicate effectively orally to a variety of audiences
- Maintain a cooperative working relationship with the public, coworkers, colleagues, and members of city commissions and trusts

Mathematical Skills

- Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals, as well as compute rate, ratio, and percent

Critical Thinking Skills / Reasoning Ability

- Perform objective analysis and evaluation of an issue, data, information, etc., in order to form a judgment
- Research and comprehend pertinent federal, state, and local laws, codes, and regulations, and other information, and draw conclusions or apply same to a variety of situations
- Correctly interpret and apply the policies and procedures of the function to which assigned
- Solve practical problems and deal with a variety of known variables in situations; refer problems to a supervisor when necessary or appropriate
- Interpret, comprehend, and follow a variety of instructions furnished in written, oral, or diagram formats
- Create methodologies for accomplishing a goal
- Develop long-range plans to solve complex problems or take advantage of opportunities

Software Skills

- Strong proficiency in Microsoft Word, Excel, Outlook; Adobe (PDF)
- Willingness to learn new computer platforms and systems
- Willingness to learn and implement office software
- SimpleCity (formerly Summit) knowledge is preferred

Hardware Skills

- Proficient in the use of desktop computers, printers, copiers, postage meters, telephones, calculators, digital recorders, and other office equipment
- Ability to use or learn to use livestreaming equipment
- Knowledge of or willingness to learn about networks and servers
- Willingness to learn and implement office hardware and equipment

Website and Social Media Skills (Preferred)

- Experience producing content for workplace websites and social media
- Experience updating websites, online calendars, and utilizing text messaging systems
- Experience with YouTube Studio

AMERICANS WITH DISABILITIES REQUIREMENTS

The Americans with Disabilities Act requires identification of the general aptitudes and physical requirements needed to perform the job listed above, as well as the unavoidable, externally imposed conditions under which the work must be performed and that could create hardship. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

Physical Demands - *The nature of physical effort leading to physical fatigue*

Deputy City Clerk / Communications Assistant will spend hours sitting and using office equipment and computers, which can cause muscle strain. Deputy City Clerk / Communications Assistant will also have to do some lifting of supplies and materials from time to time, be able to move heavy boxes up to 20 lbs., and be able to push heavy carts. The use of hands and fingers to operate office equipment and type is required.

Environmental Conditions - *The nature of adverse environmental conditions affecting the incumbent*

Deputy City Clerk / Communications Assistant is located in a busy, open area office. Deputy City Clerk / Communications Assistant is faced with regular interruptions and must work with others on a regular basis.

Sensory Demands - *The nature of demands on the senses*

Deputy City Clerk / Communications Assistant must spend hours in intense concentration. Deputy City Clerk / Communications Assistant must also spend hours working on the computer entering data, which requires attention to detail and high levels of accuracy. Deputy City Clerk / Communications Assistant will experience the demands of general office conditions, such as exposure to noise, fluorescent lighting, and dust. Specific vision abilities required include close vision, distance, and peripheral vision, and adequate eyesight to read computer screens, perform detail work, as well as the ability to adjust and focus.

Mental Demands - *Conditions that may lead to mental or emotional fatigue*

There are a number of stressors associated with this position, deadlines, multiple tasks, simultaneous tasks, customer relations, etc. Deputy City Clerk / Communications Assistant must also deal with a wide variety of people on various, sometimes challenging, issues. Occasionally requires time pressures, emergency situations, and frequent change of tasks. Deputy City Clerk / Communications Assistant may be called upon infrequently to address groups of people in a public setting.

Verbal Abilities

- Speaking/Talking: Must have ability to answer telephone, radio or switchboard, communicate with general public, volunteers, vendors, supervisors, and other employees. Present clear and concise oral reports.
- Hearing/Listening: Must have ability to communicate with city officials, public, volunteers, vendors, supervisors, and/or other employees.
- Reading (ability to read and understand text): Must have ability to read and write in English.

***DISCLAIMER**

This job description is provided as a guide and is not to be considered a contract. The City of Perkins reserves the right to make changes to the job description as necessary. It is intended to identify the major responsibilities and requirements of this job. The employee may be requested to perform job-related responsibilities and tasks other than those stated in this description.

Application Information:

Applications are available at:
Perkins City Hall
110 North Main
Perkins, OK 74059
Between the hours of 8:00 a.m. – 5:00 p.m., Monday – Friday
or
download applications at www.cityofperkins.net

Resumes must be accompanied by a completed City of Perkins job application.
Applications will be accepted until position is filled.

The City of Perkins is an Equal Opportunity Employer.