

SANDY CITY
APPROVED CLASS SPECIFICATIONS

I. Position Title: City Council Office Manager Revision Date: 11/13
EEO Category: Exempt
Status: Non-exempt
Control No: 30151

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision and direction of the City Council Executive Director, performs a wide variety of secretarial services and administrative detail associated with the office including responding directly to the public in the name of the City Council.

III. Essential Duties:

- Represents positively the City Council in dealing with the public, staff, etc. in City related matters.
- Schedules and coordinates meetings, procures refreshments and meals as required, ensures readiness of rooms for meetings including the setting up and dismantling of equipment.
- Attends weekly Council Meetings and other meetings as assigned. Conducts Agenda Planning Meetings in the absence of the Director.
- Answers the telephone, screens, and follows-up on calls.
- Greets and directs walk-in traffic.
- Responds directly, and resolves, many of the incoming public inquiries and complaints.
- Prepares and performs office correspondence.
- Manages office maintaining supplies, equipment, payroll time sheets, and office budget.
- Schedules travel arrangements and reconciles receipts for City Council Members.
- Maintains office files and records including large volume of confidential information.
- Maintains an orderly and documented flow of legal documents. Obtains Chair's signature and forwards documents to the City Recorder for attesting.
- Opens, sorts, reads, and distributes office mail; responds to various office correspondence.
- Obtains documents and reports from staff and department directors for inclusion in the weekly Council Agenda. Reviews and coordinates the preparation, publication and dispersment of agenda materials.
- Ensures proper and legal notification of all applicable agencies and the press of Council Meetings. Mails agendas to various citizen groups, quadrant chairs, newspapers, TV stations, radio stations, and all private organizations or individuals requesting copies of the agenda.
- Keeps accurate records of directives made by Council Office Director, individual Council Members and the Chair. Assists in coordinating the information to respond to such requests.
- Transcribes and maintains accurate minutes and records of the history, passage or denial, of ordinances, resolutions and outcome of public hearings.
- Assists in reviews for accuracy and coordination of changes and amendments to ordinances and resolutions as directed by the Council Office Director and Council Chair.
- Conducts extensive research of records and compiles documentation verifying the history of Council actions and intent.
- Procures departmental budget disclosures for publication with the agenda packet. Keeps an accurate log of such disclosures and notifies affected departments of their approval/denial.
- Maintains accurate records of the status and membership of 18 - 20 citizen committees.
- Provides information materials and packets to candidates and Council-elect prior to the beginning of their official term.
- Supervises and trains secretarial staff.
- Coordinates secretarial assistance and support for the needs of each of the Council Members.

IV. Marginal Duties:

- Assists in the coordination of communications and reports between the City Council Office Director, departments, staff, Board of Adjustment and Planning Commission.
- Conducts the operations and functions of the Council Office in the absence of the Council Office Executive Director.
- Performs other duties as assigned.

V. Qualifications:

Education: One year secretarial or office management training is required.

Experience: Requires five years administrative secretarial experience. May substitute an additional year of experience for required training.

Certifications/Licenses: Requires a valid Utah Driver's License.

Probationary Period: A one-year probationary period is a pre-requisite to this position.

Knowledge of: Letter composition; office management; general mathematical operations; business equipment usage; municipal government procedures; regulations pertaining to public meetings; all City departments duties and functions; the development process; personal computers, multiple computer programs, systems and applications; correct English usage, vocabulary, spelling, and arithmetic.

Responsibility for: Important City records dealing with confidential matters; great responsibility for the care, condition, and use of materials, equipment, money, and tools; positively representing the City Council and the City; training and supervision of secretarial staff.

Communication Skills: Ability to professionally furnish and obtain information from other departments; contact with other departments, requiring tact and judgment to avoid friction; constant contact with the public presenting data; must exercise sound judgment in releasing information to the media; frequent contacts with executives on matters requiring explanations and discussions; regular and frequent contact with persons of high rank, requiring tact and judgment to deal with and influence people; requires a well-developed sense of strategy and timing; ability to deal well with upset and irate people.

Tool, Machine, Equipment Operation: Type 65 wpm; shorthand 80 wpm; recall a wide variety of names and faces; requires frequent use of a personal computer, printer, copier, recording equipment and telephone system; occasional use of typewriter and 10-key calculator.

Analytical Ability: Communicate effectively verbally and in writing; follow verbal and written instructions; prioritize tasks; establish effective working relationships with employees and the public; negotiate effectively with vendors and equipment suppliers; records management skills; apply complex concepts to the solution of problems and performance of assigned duties.

VI. Working Conditions:

Physical Demands: While performing duties of job, employee typically handles office equipment, objects, or controls. Moderate physical exertion is present because of moderate stooping and kneeling required. Employee will sit or stand for long periods of time and may occasionally move up to 20 pounds.

Work Environment: Employee will work in a generally comfortable office setting. The noise level in the work environment is usually minimal. Extensive mental effort is required daily to recall names, faces, voices, documents, etc.; a great amount of pressure and fatigue is present during an average work day; moderate amount of overtime and some evening work is required; daily contact with high-profile individuals; work is independent with little supervision.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

PERSONNEL DEPT. APPROVED BY: _____ DATE: _____