

# CITY OF HURON

## JOB POSTING

**POSITION:** Executive Administrative  
Assistant/Clerk of Council  
(Full Time)

**DEPARTMENT:** Administration

**SALARY:** \$36,000 - \$50,000 annually

**POSTING DATE:** 8:00 a.m., June 1, 2019

**CLOSING DATE:** 4:00 p.m., June 21, 2019

### MINIMUM REQUIREMENTS

High School graduate or GED equivalent. Graduation from an accredited institution with a 2 or 4 year degree in business, communications, public administration or related field is preferable and two (2) years of increasingly responsible related experience; or, any equivalent combination of related education and experience. Working knowledge of computers and electronic data processing, modern office practices and procedures, and modern records management techniques. Ability to accurately record and maintain records, establish and maintain effective working relationships with employees, supervisors, and the public. Ability to effectively communicate both verbally and in writing. Pre-employment testing required.

An in-depth job description is included within this application packet. Please complete and return the application along with a resume by the closing date.

**EOE/AA/ADA**

Approved for Content \_\_\_\_\_

Approved for Posting \_\_\_\_\_  
Post until 4:00 p.m., June 21, 2019

## CITY OF HURON JOB OPENING ANNOUNCEMENT

Where Applications Taken:

Where Postings Sent:

City of Huron  
417 Main Street, Huron, Ohio 44839

Newspaper, Website, Social Media

Office Hours:  
8:00 a.m. till 4:00 p.m.  
Monday through Friday

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### CITY OF HURON IS AN EQUAL OPPORTUNITY EMPLOYER

The City Huron does not discriminate on the basis of race, color, national origin, sex, religion, age and handicapped status in employment or the provision of services.

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DEPARTMENT:	<b>Administration</b>	POSITION:	<b>Executive Administrative Assistant/Clerk of Council</b>
POSTING DATE:	8:00 a.m., Saturday June 1, 2019	LOCATION:	417 Main Street Huron, Ohio 44839
CLOSING DATE:	4:00 p.m., Friday June 21, 2019	WORKING HOURS:	8am-5pm
EFFECTIVE DATE:	As Soon As Possible	SALARY:	\$36,000 - \$50,000

## POSITION DESCRIPTION

Class Title:	Executive Administrative Assistant / Clerk of Council	Job Code Number:	
Department:	City Manager's Office	Grade Number:	
Division:	Administration	Union Status:	No/Non-Exempt
Date:	April 2019	Location:	Municipal Building

### GENERAL PURPOSE:

This position provides direct support to the City Manager's Office, City Council, and management team of the City's staff through a variety of routine and complex clerical, administrative, and secretarial duties.

This position maintains the official records of the City, provides administrative support to the members of City Council, and assists in the administration of the standard operation policies and procedures of the City Council per Section 2.12 of the Huron Charter and in accordance with Chapter 121 of the Codified Ordinances.

### SUPERVISION RECEIVED:

Works under the direct supervision of the City Manager. This position may also receive advisory supervision from the Mayor of City Council, City Law Director, and other designees of the City Manager.

### SUPERVISION EXERCISED:

There is generally no supervision in this position.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Administrative Assistance to the City Manager's Office:
  - Performs routine clerical and administrative work for the City Manager's Office including but not limited to; answering phones, aiding the public with city issues, responding to inquiries from employees, citizens, and others.
  - Manages general office functions for the City Manager and City Manager's Office, including but not limited to: clerical functions, answering phone and e-mail inquiries, taking messages, filing and setting appointments for the City Manager, typing and maintaining correspondence of City Manager's Office and Law Department, and maintenance and posting of City Calendar for all official City business.
  - Investigates and follows-up on citizen requests for service, complaints, and requests for information.
  - Responsible for general organization of office functions for the City Manager.

- Assists in the development of notices, flyers, brochures, newsletters, media releases, news articles, and other informational materials about programs and services.
- Maintains the City's Official Records Retention Policy.
- Attends seminars and workshops related to administrative duties and responsibilities; Attends meetings as required by the City Manager.
- Assists with updating the City's various modes of public communication including the website, various social media outlets, and traditional media outlets.
- Clerk of Council:
  - Responsible for attending all regular and special meetings of the City Council and all related subcommittees.
  - Responsible for organizing agenda items and assisting with the preparation of agenda packet materials for City Council and its subcommittees as assigned by the City Manager.
  - Prepares records such as public notices, official minutes, and legislation for City Council and its subcommittee as assigned by the City Manager. Establishes and maintains filing systems, controls all official records and indexes using moderate independent judgment.
  - Maintains an accurate and complete record of all City Council proceedings, including but not limited to, the official minutes of all meetings and journal of all legislative action taken.
  - Maintains and updates the Council handbook, inclusive of pertinent policies and procedures and the annual legislative calendar.
- Human Resource Management:
  - Provides assistance and coordination for all employment searches. Maintains all incoming applications and pertinent materials and distributes correspondence as needed.
  - Maintenance and coordination with divisions as to promotional openings and preparing and monitoring promotional testing as required.
  - Administers all reporting, coordination, and follow-ups for the City's Worker Compensation programs. In addition, responsible for organizing Safety Training and Reporting and all compliance posters for all divisions.
  - Provides assistance as needed for collective bargaining negotiations.

- Coordinates the various employment benefits with the city's outside agencies. Follow up per request of employees for healthcare claims questions.

### **DESIRED MINIMUM QUALIFICATIONS:**

#### Education and Experience:

- A. High School graduate or GED equivalent; Graduation from an accredited institution with a 2 or 4 year degree in business, communications, public administration or related field is preferable; and,
- B. Two (2) years of increasingly responsible related experience; or,
- C. Any equivalent combination of related education and experience.

#### Necessary Knowledge, Skills, and Abilities:

- A. Working knowledge of computers and electronic data processing; working knowledge modern office practices and procedures; Working knowledge of modern records management techniques.
- B. Ability to communicate all City policies and procedures regarding utility billing and service to the public.
- C. Ability to accurately record and maintain records.
- D. Ability to establish and maintain effective working relationships with employees, supervisors, other departments, and the public.
- E. Ability to effectively communicate both verbally and in writing.
- F. Skill in operation of listed tools and equipment.
- G. Ability to accurately record and maintain records.
- H. Ability to establish and maintain effective working relationships with employees, supervisors, other departments, and the public.

### **TOOLS AND EQUIPMENT USED:**

Knowledge and operation and use of office equipment including, but not limited to typewriter, personal computer including word processing and spreadsheet software, telephone, copy/fax/scan machine, and calculator.

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations, as prescribed by the Americans with Disabilities Act, may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel, or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand, talk, and hear. The employee is occasionally required to walk, sit, climb, balance, stoop, kneel, crouch, and crawl.

The employee must frequently lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include, but are not limited to close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**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, as prescribed by the Americans with Disabilities Act, may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is often exposed to those conditions representative of an office setting. The noise level in the work environment is moderately quiet in office settings.

**SELECTION GUIDELINES:**

The Customer Service Clerk will be selected after a formal application procedure, education and experience rating, oral interview, and reference check. Job related tests may be required.

**APPROVAL:**

The duties listed above are intended only as an illustration of the various type of work that may be performed. The omission of specific statements of 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 the employee and is subject to change as the needs of the employer and requirements of the job change.

Approval: \_\_\_\_\_  
City Manager

Approval: \_\_\_\_\_  
Appointing Authority

Effective Date: \_\_\_\_\_

Revision History: \_\_\_\_\_