



CITY OF BANNING, CALIFORNIA

City Clerk/City Manager's Secretary

Job Code: 1020

FLSA ☒ Exempt ☐ Non-Exempt

JOB DEFINITION: Under general supervision, performs a variety of duties associated with providing customer service and public access to City documents and records in accordance with legal requirements and City policy.

ESSENTIAL FUNCTIONS: *The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

REPRESENTATIVE DUTIES: Creates, maintains, preserves and disposes of City documents and records related to Council actions in compliance with legal requirements and City policy. Organizes and coordinates the operations of the City Clerk's office. Oversees and reviews performance of assigned staff. Serves as Clerk of the Council and Secretary of the Community Redevelopment Agency. Attends meetings, records action taken and disseminates information relative to City Council action to staff. Prepares City Council and Community Redevelopment Agency minutes and index of official City records.

Intercedes with public to respond to inquiries and resolve problems directed to the City Manager, Mayor and/or Council. Directs public to appropriate departments for information. Prepares agendas and supporting material, public notifications and legal and display advertising. Receives and delivers claims, subpoenas and lawsuit documentation against the City to appropriate personnel. Files and maintains administrative files, resolutions, ordinances, minutes, agreements and other official documents.

Provides a variety of secretarial and office administrative support under the direction of the City Manager. Receives and screens visitors and telephone calls. Receives, logs and distributes outgoing and incoming mail. Completes requests of copies and faxes. Types and writes letters, memos, informational material and correspondence. Prepares purchase requests and submits bills for payments.

Schedules special projects established by City Council and conference rooms for meetings. Coordinates the conduct of municipal elections with the County and other election issues. Records formal bids. Assists in preparation of Department and election budgets. Provides technical and administrative assistance to City Council. Arranges travel plans and necessities for Council and/or City Manager.

Performs other duties as assigned or required.

(continued on reverse side)

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City Clerk/Executive Secretary

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KNOWLEDGE and SKILLS:

- Knowledge of applicable city, county, state and Federal statutes, rules, regulations, ordinances, codes, administrative orders and other operational guidelines and directives.
- Knowledge of the City's and the Department's policies and procedures.
- Knowledge of customer service and assistance techniques and principles.
- Knowledge of file and records management principles and workflow procedures.
- Knowledge of the use of office supplies and equipment.

- Skill in reading, understanding, interpreting and applying relevant city, county, state and Federal statutes, rules, regulations, ordinances, codes, administrative orders, policies and procedures and other operational guidelines and directives.
- Skill in assessing and prioritizing multiple tasks, projects and/or demands.
- Skill in working within deadlines to complete projects and assignments.
- Skill in assessing, analyzing, identifying and implementing solutions to complex problems.
- Skill in establishing and maintaining effective working relations with co-workers, staff, vendors, contractors, visitors, the general public and others having business with the City of Banning.
- Skill in operating a personal computer utilizing a variety of software applications.

MINIMUM QUALIFICATIONS: An Associate's degree in Business Administration, Secretarial Science or related field **AND** three (3) years of secretarial or office administration experience that includes one (1) year of management and/or supervision.

ADDITIONAL REQUIREMENTS: May be required to work outside the traditional work schedule.