

CITY OF HELENA



Position Title: Clerk of the Commission/Executive Assistant

Department: Commission

FLSA: Exempt

The City of Helena is an equal opportunity employer. The City shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

Job Purpose:

Under commission direction, to perform the full range of duties necessary to support the daily operation of the City Commission; performs a variety of duties serve as the official record keeper and records manager for the City; and coordinates the administrative, legal and other official actions taken by the City Commission.

Essential Duties: *These job functions are the essential duties of the position and are not all-inclusive of all the duties the incumbent may be assigned.*

Executive Assistant to the Mayor and the Commission

Duties to the Commission:

- Responsible for researching and preparing the budgets for the City Commission office, Helena Citizens' Council and Helena International Affairs Council; prepare mid-year reviews and monitor budgets for current fiscal year
- Perform secretarial and administrative work involving the use of independent judgment with respect to stated Commission priorities
- Upon consensus approval, work as staff liaison and project lead for Commission priorities in conjunction with City Manager's office.
- Oversee the development of draft agendas, edit minutes and correspondence for proper format, correct spelling, etc.
- Authorize the distribution of minutes and agendas
- Compile and maintain the City Commission Orientation packet; schedules the Commission orientation and in coordination with the City Manager's office prepares the agenda
- Assist the Mayor and Commission in identifying and exploring new public policies.
- Receive, open and distribute all City Commission mail. Handles emergency and confidential projects.
- Establishes, prioritizes, coordinates and maintains effective office procedures and efficient workflow for the Mayor, Commissioners and office staff
- Develop the relevant processes to, as needed, to work within the greater City Organization more effectively.
- In the absence of the commission, uses initiative and judgment to see that matters requiring attention are referred to delegated authority or handled in a manner to minimize effect of Commission absence.
- Analyze situations and make appropriate decisions without immediate supervision.

Duties to the Mayor:

- Prepare all correspondence and respond to correspondence received by Mayor and Commissioners as requested.
- Maintain detailed calendar for the Mayor and Commissioners; arrange interviews, appointments, schedules, conferences, travel arrangements, and itineraries.
- Prepare correspondence and other documents for the Mayor's signature; attest Mayor's signature on official documents.
- Maintain membership rolls of all City boards and committees; advertise vacancies and forward applications as necessary;
- On behalf of the Mayor, review board applications and perform reference checks on potential members and make recommendation for appointments to Mayor. Attend and participate in various city, county and state boards as the Mayor's representative.
- Attends weekly meetings with the Mayor to review schedule, prior commission action, upcoming administrative and commission meeting agendas. Research and prepare data for the Mayor, City Commission, staff members, other governmental agencies.

- Respond to emails regarding city policies/procedures, inquiries and complaints from Citizens, and news media; answer questions and provide information on the telephone, by written correspondence, and in person.

Records Manager for the City of Helena

- Administer the records and information management program pursuant to policies, standards, and procedures recommended by the records advisory committee and approved by the city manager.
- Assume responsibility for the publication, filing, indexing, and safekeeping of all proceedings of the City Commission; establish and maintain systems for managing, indexing, organizing, and filing of minutes, resolutions, ordinances, deeds, easements, and other related documents
- Establish and maintain the records management system for Special Improvement Districts, Industrial Revenue Bonds, and other bond issues and City construction projects
- Participate in the preparation of City Ordinances and Resolutions; prepare, place, and maintain a record of legal advertisements for public hearings including those regarding ordinances, resolutions, budget, bond sales, and other hearings as assigned.
- Codify new City ordinances; prepare and distribute supplements to City departments.
- Serve as a primary resource and information source regarding City policies, procedures, objectives, and operational functions
- Maintain records of deeds, leases, easements, and contracts; ensure the digitizing of minutes, ordinances and resolutions; record listed documents with the Lewis and Clark County Clerk and Recorder.
- Assist City departments and the general public in researching minutes, ordinances, resolutions, and other documents; provide general information about the City and provide copies of requested documents.

Bids, Bonds, Commission Budget and Websites

- Attends all bid openings; record bids on summary page and retains all cashier's checks, bid bonds and letters of credit; notifies departments when bid bonds and letters of credit expire.
- Responsible for all letters of credit and performance bonds required for improvements to property and private streets through Conditional Use Permits and other necessary forms; notify City departments of due dates of letters of credit and performance bonds.
- Process and approve payments of various office operating expenses.
- Updates city commission office web pages, approves updates to the Helena Citizens' Council and Helena International Affairs Council web pages.

Liaison to the City Manager's Office and Administrative Assistant

- Work in conjunction with the City Manager's Office and administrative staff to complete and finalize agendas, reports, compilation of data, and communications.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of municipal government, city clerks and record management.

Essential Knowledge, Skills and Abilities Related to this Position:

- Knowledge of organization, function, and operation of municipal government.
- Excellent interpersonal skills with co-workers and the public.
- Principles and practices of records management including records retention laws.
- Practices used in minute taking and preparation and business letter writing.
- Principles and practices of basic fiscal, statistical, and administrative data collection and report preparation.
- Modern office procedures, methods, and equipment including computer equipment and applicable software programs (including but not limited to the following): Word, Excel, PowerPoint, Publisher (and any other relevant Microsoft Office Suite software that may arise. AS400, NOVUS Agenda, M-Files, ColorBar, Gold and, Typo 3. Capable of researching and vetting any new technology and software which would be relevant to the office.
- English usage, spelling, vocabulary, grammar, and punctuation. Operate modern office machines and equipment including computers, tablets/Ipads, printers, copiers, calculators, and fax machines; routinely use a full range of word processing, spreadsheet, and other software applications.

Physical Demands:

Ability to work in a standard office environment.

Safety

Performs all functions in the safest possible manner and according to policies and procedures. Participates fully with safety trainings. Reports unsafe work conditions and practices, work-related injuries, illnesses, and near-misses as soon as possible to assigned supervisor.

Minimum Qualifications (Education, Experience and Training):

This position requires a minimum of a Bachelor's degree in Public Administration, Business Administration, Political Science or related field AND Five (5) years of increasingly responsible supervisory public administrative experience, with the most recent two (2) years as manager or supervisor. Other relevant combinations of education and work experience may be evaluated on an individual basis.

The incumbent must also be bondable and type a minimum of 60 correct words per minute.

License or Certificate:

Must have or obtain within 90 days, Certification as a Notary Public.

Certification as Municipal Clerk or Master Municipal Clerk preferred. If not certified when hired, incumbent must begin the process upon hire.

Must possess a valid driver's license with acceptable driving record at the time of hire and have the ability to obtain a valid MT driver's license within six months of hire.

Supervision Received:

Supervised by the Mayor, with consensus from Commission, as needed.

Supervision Exercised:

Exercise technical and functional supervision over Deputy City Clerk and HCC Coordinator.

The specific statements shown in each section of this position description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.