



Job Title: **Community Development Clerk**
Department: **Community Development**
Date: 5/7/2020
 Non-Exempt Exempt
FLSA Exemption: N/A (Confidential Group)
Job Reports To: Director or City Manager
Pay Grade: 11
 Full Time Part Time

Job Description

Summary/Objective: Under general supervision, performs a variety of highly responsible and complex administrative support duties to the Community Development Director, City Manager, or designee; provides financial, statistical and other management analyses in support of City and departmental activities, functions and programs; and performs related duties as assigned.

Essential Job Functions *The duties listed below are intended only as illustrations of the various types 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 this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the following essential functions:*

1. Performs a wide variety of responsible duties throughout City and Department.
2. Assists in agenda preparation ensuring materials are submitted on time by various departments and divisions; contacts participants and coordinates meetings; completes and distributes follow-up reports.
3. Serves as secretary and/or administrative staff to various boards, commissions, and councils; preparing the agenda; and taking minutes of meetings.
4. Assists with coordinating efforts for workshops, community meetings, board, commission and council meetings.
5. Coordinates and compiles Public Notice mailings and submissions.
6. Compiles and maintains complex and extensive records for the department.
7. Prepares and files legal notices and records documents.
8. Performs research and analysis on administrative, fiscal and operational matters as directed; prepares reports to summarize findings and makes recommendations as to appropriate action to be taken.
9. Provides backup administrative coverage including, counter assistance, screening calls and visitors, and referring inquiries as appropriate.
10. Maintains manuals and updates resource materials.
11. Interprets and applies divisional policies and procedures in responses to inquiries and makes appropriate referrals.

12. Reviews, logs, prioritizes and route correspondence.
13. Takes and transcribes dictation from rough draft, shorthand notes, or recordings.
14. Maintains appointment schedules, daily calendars and makes travel arrangements.
15. Compiles and responds independently to letters and general correspondence of a routine nature.
16. Assists with coordinating civic and social engagements as well as special events.
17. Performs specialized projects including collecting, compiling, and summarizing information obtained.
18. Serves on various internal and external committees; represent the City and/or City executive/elected official as required.
19. Assists in developing, analyzing and evaluating policy and procedures.
20. Processes record retention / scanning and Quality Control review in document management system (Laserfiche).
21. Performs a variety of department specific program activities to accomplish work goals and objectives, including: conducting research on potential grant-funding opportunities; completing regular / periodic routine reports; overseeing and monitoring vendor account expenditures; and other activities of equivalent scope and difficulty.
22. Provides assistance and support, including backup, to all administrative and clerical staff, tasks and activities.
23. Compiles materials, researches problems and complaints and responds to requests for information; provides information to customers on pending projects and requests.

Other Job Related Duties

Performs related duties or responsibilities as assigned.

Conformance Statement

In the performance of their respective tasks and duties all employees are expected to conform to the following:

- Perform quality work within deadlines with or without direct supervision.
- Interact professionally with other employees, residents, suppliers and elected officials.
- Work cooperatively and effectively as a team contributor on all assignments.
- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.
- Maintain the highest level of ethical behavior in all matters.

Competencies

1. English usage, spelling, grammar, and punctuation.
2. Ethical Conduct.
3. Time Management.
4. Organization Skills.
5. Personal Effectiveness/Credibility.

Qualification Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education High school diploma or equivalent, supplemented by specialized administrative support or business related courses or trainings. An Associate's Degree is preferred.

Experience Three (3) years of experience performing increasingly complex and highly responsible office and administrative support work of which at least two (2) years involved administrative support work for one or more managers. Municipal/public sector government experience is highly desirable.

Minimum Requirements Keyboarding ability of 50 words per minute, or demonstrated proficiency at an advanced level in Word or Word Perfect, Excel and Outlook. Laserfiche experience is highly desirable.

Licenses and Certificates: Possession of a valid Class C California Driver's License with a safe driving record.

Condition of Employment

Must possess and maintain a valid California Driver's License and maintain a clean driving record for insurability through the City of San Jacinto. Failure to maintain license/insurability will result in disciplinary procedures including suspension without pay, demotion, and/or termination without Administrative or Judicial appeal.

Knowledge, Skills & Abilities

Knowledge of:

- English usage, spelling, grammar, and punctuation.
- Organization and procedures of Community Development Department.
- Modern office methods and standard office equipment usage.

- Modern office administration practices and procedures.
- Computer software including MS Office applications at an advanced level.
- Reception and telephone techniques.
- Principles and practices of classifying, indexing, processing, retrieving, and controlling a large volume of records.
- Principles and practices of effective business communication.
- Rules and procedures governing the notice and conduct of public meetings.
- Record keeping, account maintenance, purchasing practices and procedures.
- City commissions, boards and committees.
- Organization, procedures, ordinances and rules applicable to Community Development Department.
- Procedures and operating details of municipal government; city-wide policies and procedures.
- Advanced record keeping principles and procedures.
- Arithmetic and accounting methods.
- Research techniques, sources and availability of information.
- Report writing and presentation.

Ability to:

- Receive highly sensitive information and maintain confidentiality.
- Plan, organize, and carry out administrative work to meet deadlines.
- Understand and carry out oral and written directions.
- Operate a personal computer and utilize MS Office software and techniques.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Assist in compiling and maintaining complex records and preparing technical reports for the Community Development Department.
- Work independently in the absence of supervisor.
- Perform relatively complex arithmetic and statistical calculations and computations rapidly and accurately.
- Interpret and apply administrative and divisional rules, policies, and procedures.
- Compose correspondence and business letters from brief instructions.
- Exercise independent judgment and initiative within established guidelines.

Skills:

- Use tact, initiative, prudence, and independent judgment within general policy, procedural and legal guidelines.
- Analyze, interpret, summarize and present administrative and technical information and data in an effective manner.

- Interpret, explain and ensure compliance with City policies and procedures, complex laws, codes, regulations, and ordinances.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of performing job duties.
- Operate office equipment; including computer and software applications.

Work Authorization/Security Clearance

Must complete post-offer/pre-employment Department of Justice finger printing and background screening. Work authorization as required by the U.S. Citizenship and Immigration Services is mandatory within three business days of hire.

Disaster Service Worker Requirements

Under California Government Code Sections 3100 - 3109, public employees are designated as disaster service workers. The term "public employees" includes all persons employed by the state or any county, city, state agency, or public district. Disaster service workers are required to participate in such disaster service activities as may be assigned to them by their employer or by law.

Working Conditions, Mental and Physical Demands

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. *Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.*

Work Environment

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, regularly operate a motor vehicle to transport self to various City meeting sites; vision abilities required include close vision and the ability to adjust focus to read and operate office equipment as necessary, vision to read printed materials and computer screen during the course of the work assignments; and hearing and speech to communicate in person, before groups, and over the telephone.

At times, works in an office environment with moderate noise levels, controlled temperature and minimal exposure to hazardous substances. May interact with upset public or community members in developing, interpreting and enforcing City outreach programs.

Physical Demands *(Essential duties require the following physical skills and work environment)*

This position is, at times, a sedentary office classification although standing and walking between work areas is often required. During outreach activities, standing and

walking may be required for hours at a time. Occasionally needs to bend, stoop, kneel, reach, push and pull as required. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds.

While performing duties, an incumbent is regularly required to sit; talk or hear, in person and by telephone; use hands and finger dexterity to handle, feel or operate standard office equipment; and reach with hands and arms. Incumbent is regularly required to use written and oral communication skills; read and interpret data, narrative and statistical information; analyze and solve problems; use math and apply reasoning; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under deadlines; interact with staff, community members, businesses and organizations encountered during the course of community outreach work.

Essential Mental Functions

Regularly required to use written and oral communication skills, read and interpret data, analyze and solve problems; observe and interpret situations; and interact with City staff.

Be able to make quick decisions, provide guidance and direction to others, problem solve, read, write, and speak publicly. Essential to be able to read, organize, process and interpret data, and be able to add, subtract, multiply and divide.

Supervisory Responsibility

This position does not have supervisory responsibilities.

Expected Hours of Work/Work Schedule

Monday – Thursday 7:00 AM – 6:00 PM (4x10 work week). The position must be available to attend evening and weekend meetings as well as respond to emergency situations.

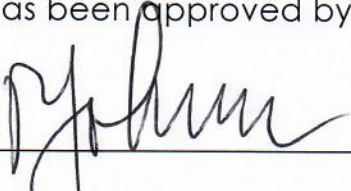
Travel

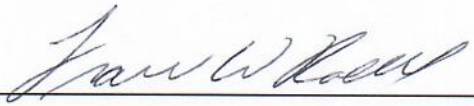
Regular, local travel is expected for this position. Occasional out of town travel for conferences, workshops, and various training opportunities is likely.

Disclaimers and approval

The disclaimer informs the employee that the job description is not a contract between the employee and the employer, that the employer may change the job description or that the employer may request the employee to perform additional duties.

This job description has been approved by all levels of management:

City Manager  Date 5/7/2020

Community Development Director  Date 5/7/20

HR  Hitchcock Date 5/7/2020

Disclaimers and approval

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Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____