

Deputy City Clerk

SALARY

\$33.58 - \$49.06 Hourly

\$69,846.40 - \$102,044.80 Annually

General Duty Statement

THIS IS AN UNCLASSIFIED POSITION. THIS CLASS SPECIFICATION IS FOR ADVISORY PURPOSES ONLY AND IS NOT COVERED UNDER ANY PROVISIONS OF THE CIVIL SERVICE RULES.

Provides support to leadership in management of City Clerk functions, including planning, organizing, and directing activities related to legislative process administration, records management, and support for the City Council. Acts as a key point of contact between the City Council, City departments, and the community, ensuring effective communication and responsive service, including in lieu of City Clerk when required. Performs related duties as assigned.

Supervision Received

Works under the close supervision of a unit supervisor.

Supervision Exercised

None.

Typical Duties (Examples may not include all duties performed)

1. Assists City Clerk in daily operations of the City of Saint Paul City Clerk function, including management of official city records, coordination of legislative processes, and liaising between stakeholders.
2. Works with management on developing initiatives that improve the service delivery to City administration, and the public.

3. Manages Council meeting logistics, including public hearings, roll calls, votes, and adherence to rules and procedure. Tracks ordinances and resolutions through approval process.
4. Handles appeals and certifies official actions ensuring records are complete and maintained in accordance with legal requirements as assigned.
5. Participates in and provides administrative support for elections and voter services, such as preparing resolutions related to polling location changes and ballot language and coordinating with county and state offices.
6. Assists in administering contracts related to election services and enterprise tools.
7. Responds to and coordinates public data requests in concert with departments and City Attorney's Office in compliance with the Minnesota Data Practices Act.
8. Prepares reports, planning documents, and presentations as requested.

Competencies (Not listed in order of importance)

Technical Expertise

- Demonstrates an understanding of the full range of modern principles and best practices specific to City government codification, archival recordkeeping, Minnesota Data Practices Statutes, City policies, and open meeting laws. Applies that understanding in strategic planning, complex problem solving, and diverse service delivery.
- Demonstrates an understanding of applicable provisions of federal, state, and local laws and ordinances, such as provisions of the Saint Paul City Charter, Administrative Code, and the Legislative Code. Understands Civil Services Rules and bargaining unit contracts and administers accordingly.
- Demonstrates an ability to use a full range of current and modern job-related software and applications. Evaluates departmental technological needs and selects appropriate technological tools, applications, and advances in work methods to resolve challenges associated with work.
- Demonstrates an ability to identify the full range of potential departmental risks and to minimize and address risks, liabilities, and legal implications to reduce the City's risk exposure.

Decision Making and Problem Solving

- Demonstrates an ability to plan, coordinate, lead, and monitor projects, planning activities, and work plans; develops protocols and standards, and defines and appropriately measures results. Prioritizes issues accordingly and effectively negotiates and meets deadlines.
- Demonstrates an ability to work with a strategic focus and applicable strategies connecting the department's strategic and tactical plan to the City's Strategic Plan.
- Demonstrates ability to gain understanding of the development and implementation of a departmental budget and ensure that funds are appropriately managed.

Communication

- Demonstrates an ability to effectively communicate with individuals and groups from varied social and economic backgrounds, including elected officials, department directors, representatives of other jurisdictions and private organizations, subordinate employees, and the general public.
- Demonstrates effective public speaking, presentation, and facilitation skills and an ability to diffuse hostile situations and manage conflict appropriately.
- Demonstrates an ability to produce timely, accurate, and easily understood reports and correspondence to ensure proper communication with the intended audience.

Teamwork, Leadership, and Management

- Demonstrates a commitment to the vision, mission, and values of the department and the City. Effectively leads and promotes the vision and mission of the department and the City.
- Demonstrates an ability to encourage a positive work environment, facilitate the group problem-solving process, recognize positive results, manage conflict, and negotiate satisfactory outcomes.
- Demonstrates leadership qualities of adaptability, dependability, and accountability. Effectively sets expectations, manages employee development, provides training, coaching, and mentorship to employees. Conducts consistent, fair, and equitable performance evaluations.
- Demonstrates an ability to develop policies, procedures, and operating standards governing the activities of department employees and demonstrates an ability to ensure that employees follow such policies, procedures, and standards.

Customer Service

- Demonstrates a respect for and commitment to identify and meet diverse customer needs and to continuously improve customer service.
- Demonstrates an ability to direct others in conducting customer service needs analysis and establish department-wide customer service standards that promote excellence in services and products.
- Demonstrates an ability to work across department lines and form partnerships that foster better citizen services, eliminate barriers to achieving results, build alliances with key decision makers, and take full advantage of available resources.
- Demonstrates an understanding and respect for the diversity of customers, coworkers, and supervisors, including individuals with disability or whose first language may be one other than English.

Requirements

One of the following requirements must be met:

1. A Bachelor's Degree in Public Administration, Law, Management, Political Science, Communications, or a related field, and two years of professional experience in a municipal, county, state, or legislative environment.
2. Master's Degree in Public Administration, Law, Management, Political Science, Communications, or a related field, and one year of professional experience in a municipal, county, state, or legislative environment.
3. A combination of six years of college level education and progressively responsible, professional experience in a municipal, county, state, or legislative environment.

Supplemental Information

Non-Represented Managers - Employee Group 17, Grade 10.