

CITY OF LA VISTA
MAYOR AND CITY COUNCIL REPORT
OCTOBER 17, 2017 AGENDA

Subject:	Type:	Submitted By:
POSITION DESCRIPTION UPDATE	RESOLUTION ORDINANCE ♦ RECEIVE/FILE	KEVIN POKORNY DIRECTOR OF ADMINISTRATIVE SERVICES

SYNOPSIS

Job descriptions for positions in the Library, Public Works and Administrative Services Departments have been updated.

FISCAL IMPACT

The positions are currently budgeted and included in the adopted compensation ordinance.

RECOMMENDATION

Approval

BACKGROUND

Updates for the following positions have been prepared:

- Library
 - Circulation Clerk I (currently filled)
 - Circulation Clerk II (currently filled)
 - Circulation Clerk II – GED Instructor (currently filled)
 - Circulation Clerk II – Children’s Assistant (currently filled)
 - Circulation Clerk II – Teen Coordinator (currently filled)
- Public Works
 - Administrative Assistant III (vacant)
- Administrative Services
 - Administrative Assistant II (currently filled)
 - Deputy City Clerk (vacant)

POSITION DESCRIPTION CITY OF LA VISTA

POSITION TITLE: Circulation Clerk I
POSITION REPORTS TO: Librarian and Librarian III
POSITION SUPERVISES:

DESCRIPTION:

Performs a variety of support-level library tasks under the direction of the Librarian, and/or Librarian III. Works in the areas of circulation, and vertical file and equipment operation. May work in either the children and reference, or adult sections. (Remove this last line if the job description is redone)

ESSENTIAL FUNCTIONS: (with or without reasonable accommodation)

1. Provides general circulation desk assistance to include (checking material out/in, processing membership applications, assessing and collecting fines, phoning patron library holds, etc.)
1. Assists at circulation desk, which includes checking material out and in, answering the phone, taking inter-library loan requests, assessing and collecting fines, and phoning patron library renewals.
2. Assists patrons with library computer or reference questions as needed.
3. Assists patrons with the use of library materials (office, library equipment, and electronic books, etc.).
3. Assists patrons with the use of office and library equipment.
4. Ensures the availability of a current collection, through identifying damaged materials and/or equipment.
5. Shelf-reads to ensure proper placement and condition of (books, newspapers, periodicals, etc). Re-shelves, maintains and straightens books, newspapers, periodicals and other materials.
6. Utilizes automated circulation system to provide general assistance.
4. Computer and database utilization.
7. Provides general assistance to develop materials used for special library programs including (crafts, reading sessions, book clubs, etc.).
5. Files articles.
6. Assures proper order of collections—shelf reads.
7. Assists Librarian in developing and making items to be used for the "story time programs" including craft projects and bulletin boards.
8. Assists in keeping the library neat and orderly, including such things as pushing up books, ensuring that books are at edge of shelves and picking up trash.
9. Performs other duties as directed or as the situation dictates.

ESSENTIAL PHYSICAL AND ENVIRONMENTAL DEMANDS

The physical demands listed here are representative of those that must be met by an employee to successfully perform the essential functions of this position:

- Work is performed mostly in office settings. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- While performing the duties of this job, the employee is at various times asked to stand and sit; walk; use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; talk and hear.

- The employee must occasionally lift and/or move up to 50 pounds. Specific as-corrected vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

EDUCATION, TRAINING, LICENSE, CERTIFICATION AND EXPERIENCE

1. OneSix (16) yearmonths of computer and library experience customer service and/or clerical experience
1. Demonstrated computer and library experience.

Note: Physical examination and drug screening tests will follow all conditional offers of employment.

KNOWLEDGE, SKILLS AND ABILITIES

1. The ability to work a varying schedule, including evenings and weekends.
2. Basic knowledge of accepted library principles, practices and techniques, including the Dewey Decimal System. Basic alphabetization and filing skills
3. Basic alphabetization and filing skills.
4. Basic computer-use skills.
5. Ability to follow directions.
6. Ability to read and write proficiently.
6. Ability to operate library and office equipment such as photocopiers, laminator, and Fax, and microfilm readers. Ability to establish and maintain effective working relations with City officials, fellow employees, members of the public and patrons.
7. Ability to establish and maintain effective working relations with City officials, fellow employees, members of the public and patrons.
8. Ability to establish and maintain effective working relations with City officials, fellow employees, members of the public and patrons.
9. Ability to maintain regular and dependable attendance on the job.

Contributions this Position Makes to the City

This position provides general support assistance to the Library and contributes to the success of the City, by assisting with Librarian priorities and special projects. The Circulation Clerk I is responsible for support initiatives that contribute to the successful operation of the Library as a whole.

Disclaimer:

This position description does not constitute an employment agreement between the City and the employee, and is subject to change by the employer as the needs of the City and the requirements of the position change over time.

I have read and understand the requirements of this position description.

(Signature)

(Date)

Note: Physical examination and drug screening tests will follow all conditional offers of employment.

POSITION DESCRIPTION CITY OF LA VISTA

POSITION TITLE: Circulation Clerk II
POSITION REPORTS TO: Librarian and Librarian III
POSITION SUPERVISES:

DESCRIPTION:

Performs a variety of library tasks under the direction of the Librarian and/or Librarian III. Works in the areas of circulation, reference, and/or library programs, circulation, vertical file and equipment operation. May work in either the children, reference or adult sections.

ESSENTIAL FUNCTIONS: (with or without reasonable accommodation)

1. Assists at circulation desk, which includes checking material out and in, answering the phone, taking inter-library loan requests, assessing and collecting fines, and phoning patron library renewals.
2. Provides work prioritization, some training, and technical assistance to other circulation desk employees.
3. Coordinates some work functions for volunteer staff members and oversees completion.
4. Assists with facility opening/closing procedures for Library and common area (alarm code programming, turning on/off lights, locking/unlocking doors etc.)
5. Conceptualizes aspects of special library programs through research, planning, and collaboration and ensures successful execution through evaluation.
6. Ensure the availability of a current collection, through removing outdated or damaged materials and/or equipment.
7. Assists patrons with library computer or reference questions as needed.
8. Assists patrons with the use of office, library equipment, and electronic books with library computer or reference questions as needed.
9. Assists patrons with the use of office and library equipment.
10. Re-shelves, maintains and straightens books, newspapers, periodicals and other materials.
11. Utilizes computer database to provide both general and electronic media assistance.
12. Computer and database utilization.
13. Files articles.
14. Assures proper order of collections – shelf reads.
15. Assists Librarian in developing and making items to be used for library programs (i.e. craft projects, bulletin boards, etc.)
16. Assists Librarian in developing and making items to be used for the "story time programs" including craft projects and bulletin boards.
17. Assists in keeping the library neat and orderly, including such things as pushing up books, ensuring that books are at edge of shelves and picking up trash.
18. Performs other duties as directed or as the situation dictates.

ESSENTIAL PHYSICAL AND ENVIRONMENTAL DEMANDS

The physical demands listed here are representative of those that must be met by an employee to successfully perform the essential functions of this position:

- Work is performed mostly in office settings. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- While performing the duties of this job, the employee is at various times asked to stand and sit; walk; use hands to finger, handle, feel or operate objects, tools or controls and reach with hands

and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; talk and hear.

- The employee must occasionally lift and/or move up to 50 pounds. Specific as-corrected vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

EDUCATION, TRAINING, LICENSE, CERTIFICATION AND EXPERIENCE

1. Graduation from an accredited high school or GED.
2. TwoOne (21) years of computer and library experience customer service and clerical experience. Demonstrated computer and library experience.

Note: Physical examination and drug screening tests will follow all conditional offers of employment.

KNOWLEDGE, SKILLS AND ABILITIES

1. The ability to work a varying schedule, including evenings and weekends.
2. Basic knowledge of accepted library principles, practices and techniques, Basic alphabetization and filing skills including the Dewey Decimal System.
3. Basic alphabetization and filing skills.
4. Basic computer-use skills.
5. Ability to follow directions.
6. Ability to read and write proficiently.
7. Ability to operate library and office equipment such as photocopiers, laminator, and Fax, Ability to establish and maintain effective working relations with City officials, fellow employees, members of the public and patrons.
8. and microfilm readers.
9. Ability to establish and maintain effective working relations with City officials, fellow employees, members of the public and patrons.
- 9.7. Ability to maintain regular and dependable attendance on the job.

Contributions this Position Makes to the City

This position provides intermediate-level support assistance to the Library and contributes to the success of the City, by assisting with Librarian priorities, special projects, and coordinating volunteer efforts. The Circulation Clerk II is responsible for supporting and organizing initiatives that contribute to the successful operation of the Library as a whole.

Disclaimer:

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I have read and understand the requirements of this position description.

(Signature)

(Date)

Note: Physical examination and drug screening tests will follow all conditional offers of employment.

**POSITION DESCRIPTION
CITY OF LA VISTA**

POSITION TITLE: Circulation Clerk II – GED Instructor

POSITION REPORTS TO: Librarian

POSITION SUPERVISES:

DESCRIPTION:

Teaches reading, math, social studies, science, and community skills to prepare students to take GED exam, under the direction of the Librarian.

ESSENTIAL FUNCTIONS: (with or without reasonable accommodation)

1. Adapts teaching methods and instructional materials to meet students' varying needs, abilities, and interests.
2. Observes and evaluates student work to determine progress and areas where improvement is needed.
3. Develops lesson plans, course schedule, and teaching materials as required by state law and administrative policy.
4. Confers with other staff members make lesson plan recommendations that promote effective learning, under the established curriculum.
5. Maintains student progress, attendance, and records regarding student needs to facilitate a holistic learning experience.
6. Establishes and foster a productive, safe, and efficient learning environment.
7. Assists students with securing exam dates and provides consistent motivation to ensure maximum potential is achieved.
8. Provides teaching and material guidance to volunteer tutors.
- 8.9. Upholds consistency and program accountability through creating monthly reports and maintaining outcome-related statistics.

ESSENTIAL PHYSICAL AND ENVIRONMENTAL DEMANDS

The physical demands listed here are representative of those that must be met by an employee to successfully perform the essential functions of this position:

- Work is performed mostly in office-classroom settings. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- While performing the duties of this job, the employee is at various times asked to stand and sit; walk; use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; talk and hear.

EDUCATION, TRAINING, LICENSE, CERTIFICATION AND EXPERIENCE

1. Bachelor's degree in education or related field.
2. One (1) year of teaching experience with adult learners and/or GED students.
3. Experience working with GED exams preferred.
4. Current teaching certificate preferred.

KNOWLEDGE, SKILLS AND ABILITIES

1. The ability to work a varying schedule, including evenings and weekends.
2. Basic computer-use skills.
3. Ability to follow directions.

4. Ability to read and write proficiently.
5. Ability to operate library and office equipment such as photocopiers, laminator, Fax, ~~and microfilm readers.~~
6. Ability to establish and maintain effective working relations with City officials, fellow employees, members of the public and patrons.
7. Ability to maintain regular and dependable attendance on the job.

Contributions this Position Makes to the City

This position provides mentorship and guidance to GED candidates and contributes to the success of the City, by developing citizen future suitability for employment and higher education. GED Instructor is responsible for lesson plan development and effective delivery.

Disclaimer:

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I have read and understand the requirements of this position description.

(Signature)

(Date)

Note: Physical examination and drug screening tests will follow all conditional offers of employment.

POSITION DESCRIPTION CITY OF LA VISTA

DEPARTMENT: Library

POSITION TITLE: Children's Assistant, Circulation Clerk II

POSITION REPORTS To: Assistant Library Director/Children Services

POSITION SUPERVISES:

DESCRIPTION:

Responsible for a variety of library tasks to ensure the efficient provision of services to the community, with a focus on children's services and as a participant of the library's Youth Division.

ESSENTIAL FUNCTIONS: (with or without reasonable accommodation)

Children's Assistant Duties

- Receives oral or written instructions from the Children Services Librarian.
- Works directly with the Children Services Librarian to plan, coordinate, and assist children's services and programs.
- Assist in children collection development including annual weeding.
- Networks with the La Vista's elementary and middle schools including driving to and from destinations.
- Assist with monitoring and maintaining bulletin board displays ensuring all posted materials are kept current.
- Performs Reader's Advisory, specializing in recommending titles for Children.
- Assist in the coordination of the Children's Summer Reading program including Summer Camps, coordinating prizes and involvement incentives with local area businesses.
- Responsible for the Children's Home Schooling programming.
- Assists with outreach to area daycares and preschools including driving to and from destinations.
- Occasionally exposed to outside weather conditions.
- Prioritizes tasks within work assignment.

Youth Division

- Active participant in the Youth Division. This includes attending meetings, sharing children programming, brainstorming, and assisting and utilizing other staff members with programming including ideas.

Processing of Library Materials

- Processing of books and a variety of media, including DVDs, CDs, audiovisual materials, and kits.
- Works closely with staff who process while establishing best practices. Ensures communication of changes in procedures.

General Library Duties

- Provide excellent customer service to patrons and fellow employees.
- Works at the front desk as needed, performs customer service duties by answering the telephone, circulating materials, issuing library cards, collecting fines, answering inquiries on books and available resources, and ensures the confidentiality of all patron records.
- Stocks printers, copiers, and fax machine with paper as appropriate.
- Responds to patron emails in a timely manner or directs to the appropriate person.
- Assists with library displays (planning and implementing).
- Works on inventory reports, statistical reports, etc. as requested.
- Maintain patron privacy as dictated by law.
- Shelves and shelf reads children library materials according to proper procedures as needed.
- Maintains clean and tidy Library environment, especially the children section.
- Performs other duties as assigned.

ESSENTIAL PHYSICAL AND ENVIRONMENTAL DEMANDS

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

- Seeing and hearing: read documents, computer screen, answer phones, communicate in person.
- Standing and walking.
- Sitting
- Climbing, stooping, squatting and kneeling.
- Dexterity: fine motor skills including handling books and processing supplies/materials, utilizing phone, typing, and writing.
- Lift in excess of 10 pounds

EDUCATION, TRAINING, LICENSE, CERTIFICATION AND EXPERIENCE

1. Must possess a high school diploma or GED certificate, undergraduate degree preferred.
2. Must obtain provisional certification from the Nebraska Library Commission within timeframe established by the library's accreditation.
3. Must be willing to obtain further education, training, and certifications as deemed appropriate and within a timeframe established by the library's accreditation.

KNOWLEDGE, SKILLS AND ABILITIES

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to:

- Learn and apply the principles and techniques associated with professional library work, modern library systems and programs.
- Learn to utilize computers and software applications as they pertain to various library automation systems and creative displays.
- Communicate appropriately with patrons and staff members.
- Understand and implement policies in a fair and consistent manner.
- Plan and organize a personal work schedule, set priorities and meet deadlines.
- Perform job duties efficiently while managing frequent interruptions.
- Maintain calm and professional demeanor during hectic or tense situations.
- Learn and operate standard office and sound equipment, i.e. DVD, CD, copier, fax, etc.
- Learn to use specialized equipment, including laminator, and laptop with projector.
- Make change and count accurately.
- Type accurately using a word processor and personal computer.
- Understand and follow both oral and written instructions and to communicate effectively, verbally and in writing, in English, with people of all ages.
- Establish and maintain effective working relationships with the public, community groups, local businesses, other employees and municipal officials.

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I have read and understand the requirements of this position description.

(Signature)

(Date)

POSITION DESCRIPTION CITY OF LA VISTA

DEPARTMENT: Library
POSITION TITLE: Teen Coordinator, Circulation Clerk II
POSITION REPORTS To: Assistant Library Director/Children Services
POSITION SUPERVISES:

DESCRIPTION:

Responsible for a variety of library tasks to ensure the efficient provision of services to the community, with a focus on teen coordinator and participant of the library's Youth Division.

ESSENTIAL FUNCTIONS: (with or without reasonable accommodation)

Teen/Tween Coordinator Duties

- Plans, coordinates, and oversees teen/tween services and programming planning, including advertising by working with city's Community Relation Coordinator on fliers. Keeps Community Relation Coordinator informed of teen activities and has events added to online Library and City calendar and other social networks as appropriate.
- Responsible for teen/tween collection development including annual weeding.
- Maintains/updates the information for the Teen webpage. Works with IT Librarian to achieve.
- Networks with the La Vista's elementary, middle, and high school including driving to and from destinations.
- Performs outreach services to La Vista partners. This includes initial contacts and ongoing services and driving to and from destinations.
- Performs organization of Teen/Tween materials on an annual basis or more frequently if the situation dictates.
- Moderator of the Teen Advisory Board (TAB).
- Monitors and maintains bulletin board displays ensuring all posted materials are kept current.
- Performs Reader's Advisory, specializing in recommending titles for Teens/Tweens.
- Responsible for coordinating and overseeing the Teen/Tween Summer Reading program including coordinating prizes and involvement incentives with local area businesses.
- Responsible for Teen area displays.
- Responsible for the creation, planning and implementation of Teen Homeschool services.

Youth Division

- Active participant in the Youth Division. This includes attending meetings, sharing Teen/Tween programming, brainstorming, and assisting and utilizing other staff members with programming including ideas.

General Library Duties

- Provide excellent customer service to patrons and fellow employees.
- Works at the front desk as needed, performs customer service duties by answering the telephone, circulating materials, issuing library cards, collecting fines, answering inquiries on books and available resources, and ensures the confidentiality of all patron records.
- Stocks printers, copiers, and fax machine with paper as appropriate.
- Responds to patron emails in a timely manner or directs to the appropriate person.
- Assists with library displays (planning and implementing); designs and displays Teen signage to direct and inform patrons.
- Works on inventory reports, monthly statistical reports, etc. as requested.
- Maintains confidential information including papers and invoices, and shreds documents as appropriate.
- Maintain patron privacy as dictated by law.
- Shelves and shelf reads Teen library materials according to proper procedures as needed.
- Maintains clean and tidy Library environment, especially the Teen section.
- Establishes and maintains positive relations with the general public, other employees, community groups, local businesses and other area libraries.
- Performs other duties as assigned.

ESSENTIAL PHYSICAL AND ENVIRONMENTAL DEMANDS

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

- Seeing and hearing: read documents, computer screen, answer phones, communicate in person.
- Standing and walking.
- Sitting
- Climbing, stooping, squatting and kneeling.
- Dexterity: handling books, utilizing phone, typing, and writing.
- Lift in excess of 10 pounds

EDUCATION, TRAINING, LICENSE, CERTIFICATION AND EXPERIENCE

1. Must possess a high school diploma or GED certificate, undergraduate degree preferred.
2. Must obtain provisional certification from the Nebraska Library Commission within timeframe established by the library's accreditation.
3. Must be willing to obtain further education, training, and certifications as deemed appropriate and within a timeframe established by the library's accreditation.

KNOWLEDGE, SKILLS AND ABILITIES

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to:

- Learn and apply the principles and techniques associated with professional library work, modern library systems and programs.
- Learn to utilize computers and software applications as they pertain to various library automation systems and creative displays.
- Communicate appropriately with patrons and staff members.
- Understand and implement policies in a fair and consistent manner.
- Plan and organize a personal work schedule, set priorities and meet deadlines.
- Perform job duties efficiently while managing frequent interruptions.
- Maintain calm and professional demeanor during hectic or tense situations.
- Learn and operate standard office and sound equipment, i.e. DVD, CD, copier, fax, etc.
- Learn to use specialized equipment, including laminator, and laptop with projector.
- Make change and count accurately.
- Type accurately using a word processor and personal computer.
- Understand and follow both oral and written instructions and to communicate effectively, verbally and in writing, in English, with people of all ages.
- Establish and maintain effective working relationships with the public, community groups, local businesses, other employees and municipal officials.

Note: Physical examination and drug screening tests will follow all conditional offers of employment.

Disclaimer:

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I have read and understand the requirements of this position description.

(Signature)

(Date)

POSITION DESCRIPTION CITY OF LA VISTA

POSITION TITLE: Administrative Assistant III – Public Works

POSITION REPORTS To: Public Works Director

POSITION SUPERVISES:

DESCRIPTION:

Under the direction of the Director of Public Works~~Director~~, performs a variety of complex administrative and clerical duties. Provides support to the Sewer Department. In the absence of the Director of Public Works~~Public Works Director~~, the Administrative Assistant III will report to the Deputy Director of Public Works~~Director~~.

ESSENTIAL FUNCTIONS: (with or without reasonable accommodation)

1. Oversees basic operation of office. Coordinates and directs front office operations (i.e. departmental finances, budget preparation, housekeeping, etc.)
2. Answers/directs telephone calls, distributes departmental mail, and performs general filing tasks.
3. Provides work prioritization, some training, mentorship, and technical assistance to other front office staff members, and directs telephone calls.
4. Develops work schedules for public works administrative staff, under the direction of the Public Works Director.
53. Receives and responds to citizen, city staff and departmental inquiries.
64. Processes Coordinates travel requests, purchase orders, oversees some departmental payroll processing (i.e. new employee set-up, timesheet reviews, records maintenance, etc.) and goods received.
76. Types a wide variety of drafts and finished documents, including confidential materials from taped dictation, brief instructions or written materials.
87. Prepares departmental correspondence and distributes needed equipment to employees (i.e. keys, fueling fobs, etc.).
98. Reviews finished materials for completeness, accuracy, format, compliance with policies and procedures.
109. Performs general filing duties.
1110. Follows up on projects, transmits information and keeps informed of department activities.
1211. Schedules meetings and appointments and arranges for facilities and supplies.
1312. Oversees and coordinates preparation, approval, compilation, reproduction and distribution of various documents and reports.
1413. Monitors and orders office supplies and furnishings.
1514. Conducts or assists with special projects, as required.
1615. Performs other duties as directed or as the situation dictates.

ESSENTIAL PHYSICAL AND ENVIRONMENTAL DEMANDS

The physical demands listed below are representative of those that must be met/tolerated by an employee to successfully perform the essential functions of the job.

- Work is performed mostly in office settings. – Hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- While performing the duties of this job, the employee is occasionally asked to stand or sit; walk; use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; talk and hear.
- The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

- Must be able to hear and understand voices at normal conversational levels.

EDUCATION, TRAINING, LICENSE, CERTIFICATION AND EXPERIENCE

1. Graduation from an accredited high school or GED.
2. Two-Three (32) years of increasingly responsible office and computer experience, is preferred.

Note: Physical examination and drug screening tests will follow all conditional offers of employment.

KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of modern office procedures, methods and equipment, including personal computer.
2. Computer skills, including basic word processing, spreadsheet and database skills and ability to use MS Office products.
3. Good organizational skills and the ability to prioritize and handle multiple tasks.
4. Conflict resolution skills.
5. Good public relations and customer service skills.
6. Basic business letter writing, report preparation and record keeping skills.
7. Basic English usage, spelling, grammar and punctuation skills.
8. Basic alphabetization and filing skills.
9. Ability to type 60 words per minute.
10. Basic mathematical skills.
11. Ability to maintain confidentiality.
12. Ability to apply common sense understanding in carrying out written and oral instructions.
13. Ability to communicate effectively, both orally and in writing.
14. Ability to work independently, prioritize work, meet deadlines and make decisions on the basis of established policies and procedures.
15. Ability to operate office equipment such as personal computer, postage meter, telephone, photocopier and fax machine.
16. Ability to establish and maintain effective working relations with City officials, fellow employees and patrons.
17. Ability to maintain regular and dependable attendance on the job.
18. Ability to follow instruction.

Contributions this Position Makes to the City

This position provides highly responsible assistance to the Director of Public WorksPublic Works Director and contributes to the success of the City by working closely with the Public Works Staff on complex and strategic initiatives dealing with the City's Public Works Department. The Administrative Assistant III is responsible for strategic initiatives in regards to administrative service delivery as a whole.

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Note: Physical examination and drug screening tests will follow all conditional offers of employment.

I have read and understand the requirements of this position description.

(Signature)

(Date)

POSITION DESCRIPTION CITY OF LA VISTA

POSITION TITLE: Secretary/Receptionist/Administrative Assistant II - Administrative Services

POSITION REPORTS To: City Clerk

POSITION SUPERVISES:

DESCRIPTION:

Under the direction of the City Clerk, ~~serves as lead receptionist and~~ performs a wide variety of clerical functions.

ESSENTIAL FUNCTIONS: (with or without reasonable accommodation)

1. Oversees basic operation of office.
2. Answers and directs telephone calls.
 1. Answers telephone and directs calls to appropriate parties or takes messages.
 2. Greets visitors, determines nature and purpose of visit in order to direct them appropriately.
 3. Receives and responds to citizen, city staff and departmental inquiries via telephone or in person.
 4. Responsible for computerized receipts of all money for permits, parking violations, etc. Processes travel requests, purchase orders and goods received.
 5. Opens and processes incoming mail and oversees out-going mail as relates to postage meter operation. Distributes departmental mail.
 6. Assists with the issuance of various city permits. Prepares departmental correspondence.
 7. Reviews finished materials for completeness, accuracy, format, compliance with policies and procedures.
 8. Performs general filing duties.
 9. Follows up on projects, transmits information and keeps informed of department activities.
 10. Schedules meetings and appointments and arranges for facilities and supplies.
 11. Oversees and coordinates preparation, approval, compilation, reproduction and distribution of various documents and reports.
 12. Monitors and orders office supplies and furnishings.
 13. Performs data entry as assigned. Orders and manages office supplies and makes necessary arrangements for office equipment repair.
 14. Provides clerical support for City Administration staff.
 15. Receives, processes and reports on handicap parking applications.
 16. Prepares monthly reports including: apartment sewer billings, M.U.D. exempt sewer accounts report, yellow tag violation report.
 17. In the absence of Permit Technician, performs duties including: issuing permits and licenses, processing billings and general clerical support of Community Development.
 18. Performs general filing assignments, including time cards, pink slips, and accounts payable copies.
 19. Stuffs payroll checks for distribution and accounts payable checks for mailing.
 20. Performs clerical staff backup as required.
 21. Conducts or assists with special projects as required.
 22. Performs other duties as directed or as the situation dictates.

Note: Physical examination and drug screening tests will follow all conditional offers of employment

ESSENTIAL PHYSICAL AND ENVIRONMENTAL DEMANDS

The physical demands listed below are representative of those that must be met by an employee to successfully perform the essential functions of the job.

- Work is performed mostly in office settings. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

- While performing the duties of this job, the employee is occasionally asked to stand or sit; walk; use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; talk and hear. Hearing abilities correctable to levels adequate to perform the essential functions.
- The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

EDUCATION, TRAINING, LICENSE, CERTIFICATION AND EXPERIENCE

1. Graduation from an accredited high school or GED.
2. Secretarial/receptionist (including cash-handling) experience. Two (2) years of increasingly responsible office and computer experience is preferred.

KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of modern office procedures, methods and equipment including personal computer.
2. Computer skills, including basic word-processing, spreadsheet and database skills and ability to use MS Office products.
3. Good organizational skills and the ability to prioritize and handle multiple tasks.
4. Conflict resolution skills.
5. Good public relations, and customer service skills and telephone etiquette.
6. Basic business letter writing, report preparation and record keeping skills.
7. Basic English usage, spelling, grammar and punctuation skills.
8. Basic alphabetization and filing skills.
9. Basic English usage, spelling, grammar and punctuation skills.
10. Basic money-changing skills.
11. Ability to type 45-60 words per minute.
12. Basic mathematical skills.
13. Ability to effectively communicate and provide information to supervisors, peers and subordinates in person, by telephone, in writing and via email.
14. Ability to be pleasant with supervisors, peers and subordinates and display a good-natured, cooperative attitude.
15. Ability to work effectively as part of a team, making positive contributions to the group and supporting other members.
16. Good telephone and customer service skills.
17. Ability to maintain confidentiality.
18. Ability to apply common sense understanding in carrying out written and oral instructions.
19. Ability to follow instruction.
20. Ability to read and communicate effectively, both orally and in writing profICIENTLY.
21. Ability to work independently, prioritize work, meet deadlines and make decisions on the basis of established policies and procedures, without direct supervision.
22. Ability to operate office equipment such as personal computer, postage meter, telephones, photocopier and fax machine.
23. Ability to develop constructive and cooperative relationships with supervisors, peers and subordinates and maintain them over time.
24. Ability to establish and maintain effective working relations with elected and appointed officials and the public.
25. Ability to maintain regular and dependable attendance on the job.

Disclaimer:

This position description does not constitute an employment agreement between the City and the employee, and is subject to change by the employer as the needs of the City and the requirements of the position change over time.

I have read and understand the requirements of this position description.

(Signature)

(Date)

Note: Physical examination and drug screening tests will follow all conditional offers of employment

Re-written as in the past it has been combined with other positions. (i.e. Office Manager; Human Resources Manager)

Pay Range: 165
Date: 10/13/2017
Non-Exempt

POSITION DESCRIPTION CITY OF LA VISTA

POSITION TITLE: Deputy City Clerk

POSITION REPORTS TO: City Clerk

POSITION SUPERVISES: Provides general supervision to staff in City Clerk's Office in the absence of City Clerk

DESCRIPTION:

The Deputy City Clerk is responsible for directly supporting and assisting the City Clerk. The Deputy City Clerk also performs the functions and duties of the Clerk in the absence of the Clerk.

ESSENTIAL FUNCTIONS: (with or without reasonable accommodation)

1. Assists with all aspects of City Council meeting preparation and follow-up including but not limited assisting in the review of submitted agenda items, preparing resolutions and ordinances, ensuring departments submit necessary materials, review final product for quality control, meeting and legal notifications, letters, reports and filing. In the absence of the City Clerk, handles City Council meeting logistics and responsibilities of the City Clerk.
2. Attends all City Council meetings.
3. May serve as the City Clerk's designee for Civil Service matters as required and assist with all aspects of the Civil Service process including coordination of meetings and preparation of packets, coordination of testing times and materials, etc.
4. Provides administrative support for the City Clerk and other areas, including records management, purchasing, legislation, insurance maintenance and incident tracking.
5. Assists City Clerk with ADA Coordinator duties including but not limited to complaint tracking, compliance requirements, meeting coordination and planning.
6. Recommends training related to appropriate office protocol.
7. Assists with budget preparation and monitoring.
8. Assists in reviewing requests for proposals (RFPs) and monitoring projects and deadlines.
9. Coordinates with front office staff to create/update processes and procedures.
10. Receives and responds to citizen inquiries via telephone or in person.
11. Assists in greeting visitors and answering the telephone as the situation dictates.
12. Prepares reports and correspondence.
13. Conducts or assists with special projects as required.
14. Performs other duties as directed or as the situation dictates.

ESSENTIAL PHYSICAL AND ENVIRONMENTAL DEMANDS

The physical demands listed are representative of those that must be met by an employee to successfully perform the essential functions of the job.

- Work is performed mostly in office settings. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- While performing the duties of this job, the employee is occasionally asked to stand or sit; walk; use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; talk and hear.
- The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- Must be able to hear and understand voices at normal conversational levels.

EDUCATION, TRAINING, LICENSE, CERTIFICATION AND EXPERIENCE

1. Associate degree in any area or equivalent.
2. Minimum of 2 years of increasingly responsible experience in office and administrative support procedures and processes, preferably in municipal government.
3. Minimum of 2 years of supervisory experience.

4. Any equivalent combination of education, training and experience which demonstrates the knowledge skills and ability to perform the above described duties will be considered.

EDUCATION, TRAINING, LICENSE, CERTIFICATION AND EXPERIENCE (CONTINUED)

5. Must possess or obtain Certified Municipal Clerk Certification within 5 years of employment.

KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of modern office procedures, methods and program applications including Microsoft Office (Outlook, Word, Excel & Power Point), Adobe Acrobat and other program applications appropriate to assigned duties. Ability to operate office equipment such as personal computer, postage meter, photocopier and fax machine.
2. Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with proven accuracy and attention to detail.
3. Strong written and verbal skills
4. Ability to understand, organize, index and reference a wide variety of administrative information and records.
5. Basic mathematical skills.
6. Proven ability to handle confidential information with discretion.
7. Emotional maturity and conflict resolution skills.
8. Flexibility, excellent interpersonal skills, ability to work well with all levels of internal management and staff as well as members of the public and vendors.
9. Demonstrates ability to achieve high performance goals and meet deadlines in fast paced environment.
10. Highly resourceful team-player with the ability to be extremely effective both independently and as a team member.
11. Forward looking thinker, who actively seeks opportunities and proposes solutions.
12. Ability to type or enter data at a speed necessary for successful job performance.
13. Ability to work independently, prioritize work, meet deadlines, and make decisions on the basis of established policies and procedures.
14. Ability to apply common sense understanding in carrying out written and oral instructions.
15. Ability to work a varying schedule, including evenings and weekends.
16. Ability to establish effective working relationships with city officials, fellow employees, and members of the public and maintain them over time.
17. Ability to maintain regular and dependable attendance on the job.

Contributions this Position Makes to the City

This position provides highly responsible administrative support to the City Clerk and contributes to the success of the City by assisting in the supervision, planning and coordination of the City Clerk's Office.

Disclaimer:

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I have read and understand the requirements of this position description.

Signature

Date