

GLENCOE



SMALL CITY  BIG FUTURE

City of Glencoe ♦ 1107 11th Street East, Suite 107 ♦ Glencoe, Minnesota 55336
Phone: (320) 864-5586

City: Glencoe
Position Title: Deputy City Clerk Administrative Assistant City Administrator
Salary: \$44,000 – \$54,745.00 Annually
Application Deadline: 11/12/2021

Job Summary: The Deputy City Clerk is responsible for providing confidential, administrative level support for the Administration Department which includes records management and data practices; preparation of Council/Board agendas and related documents; business licensing; election administration; customer service (front desk and phones), building permit administration, and basic human resources support.

Contact Information: A complete job description and application are available at the City Offices at the Glencoe City Center (320) 864-5586 or online at www.glencoe.mn.org. For consideration email or mail completed application and resume to: jjerabek@ci.glencoe.mn.us or Glencoe City Center, 1107 11th Street East, Suite 107, Glencoe, MN 55336 by 4:30 PM on November 12, 2021.

Mayor: Ryan Voss **City Administrator:** Mark Larson
Council Members: Allen Robeck – Paul Lemke – Cory Neid – John Schrupp – Susan Olson

TITLE: Deputy City Clerk

DEPARTMENT: Administration

ACCOUNTABLE TO: City Administrator

SUMMARY OF JOB DESCRIPTION: Responsible for providing confidential, administrative level support for the Administration Department which includes records management and data practices; preparation of Council/Board agendas and related documents; business licensing; election administration; customer service (front desk and phones), building permit administration, and basic human resources support.

DUTIES AND RESPONSIBILITIES

Receptionist duties including answering all phone calls and taking care of customers at front counter.

Open, sort and distribute mail.

Prepare and distribute agendas for Planning and Industrial Commission, Airport Commission, Park Board, and Safety Committee monthly.

Prepare agendas for City Council meetings. Prepare copies and assemble all materials for council packets prior to City Council meetings.

Process all City Council approved resolutions and ordinances.

Responsible for typing all City Council minutes for council review and printing in minute book.

Responsible for all special assessment and title search requests.

Maintain records on airport hangar leases and based aircraft.

Responsible for notifying and mailing applications to all license holders for renewals such as: non-intoxicating liquor, cigarette, video games, pool tables, etc., liquor licenses for council approval. Prepare all licenses and mail to license holders.

Maintain files on all city liability insurance, auto insurance, first injury reports, medical insurance, etc.

Responsible for park shelter reservations, swimming pool rentals and rental agreements.

Prepare the following monthly or quarterly reports: Building Permit, State Surcharge, OSHA.

Prepare and publish notices in the newspaper such as: Notice of Hearings, City Council minutes, City meetings schedule, ordinances, and advertisement for bid notices.

Assist customers with building permit applications, variance permits, special use permits, etc. Prepare for council approval.

Type all correspondence for City Administrator. Type reports and correspondence for department heads when requested.

Responsible for making preparations for all City elections, Primary and General Elections; notifying all election judges.

Responsible for cemetery records and software - sale of plots and preparing cemetery deeds and all associated activity with burials.

Other duties as assigned.

EQUIPMENT: Computer, calculator, phone system, copy machine, and general office equipment.

QUALIFICATIONS:

Minimum: High school diploma or equivalent, three years progressively responsible experience as an administrative/executive assistant, working knowledge and experience with Microsoft Office products, excellent customer relations and communication skills

Preferred: Associates degree in business administration or related field, Minnesota Municipal Clerk Certification, two years' experience working for a municipal government (preferably in City Administrator's office), and commission as a notary public.