



CITY OF HYATTSVILLE DEPUTY CITY CLERK

Grade: 113 - FLSA: Non-Exempt Full Time and Benefit Eligible
Salary: \$49,147 – \$55,315 (commensurate with experience)
Effective Date: July 1, 2019

NATURE OF WORK

The Deputy City Clerk assists the City Clerk in planning and implementing the activities and operations of the Office of the City Clerk to promote open and transparent governmental services. Working under the direction of the City Clerk, responsibilities include organization of City Council and other public meetings, agenda preparation, preparation of meeting minutes, records management, filing and document retrieval, assisting in the municipal election process and other administrative work as assigned.

The Deputy Clerk position requires strong technical writing, administrative and organization skills, computer knowledge, and the ability to prepare minutes, reports, etc., in an accurate, professional, and timely manner. Candidates must be willing to attend evening City Council meetings. This position reports directly to the City Clerk and will coordinate and manage the work of the part-time Records Clerk in the Department.

ESSENTIAL FUNCTIONS

- Work closely with the City Clerk to implement and coordinate projects, programs, software applications, policies and procedures;
- Participates in the preparation of the department budget; monitor office expenditures;
- Assists with the coordination, preparation and distribution of City Council agendas packets;
- Attends City Council and other public meetings, take minutes and record actions;
- Performs follow-up activities resulting from Council/public meetings, including preparation and distribution of minutes and legal notifications;
- Provides technical assistance and training related to the City's agenda management system;
- Develops and coordinates a records management system, updates the City's record retention schedules;
- Manages City archives and assists with the administration of departmental records management;
- Coordinates the work assignments and daily activities of the part-time Records Clerk;
- Assists with the codification of the City Charter/Code to include updates, changes, and distribution;
- Assists the City Clerk with the maintenance of Speak Up, HVL and the City Clerk's webpages;
- Assists with public records requests, maintains a tracking system for all requests;
- Assists the City Clerk in preparing for and conducting City elections in accordance with City Code;
- Maintains the City-only voter registry and permanent Vote-by-Mail roster;
- Assists the City Clerk with special projects;
- Maintains, and schedules the Mayor and Councilmember's calendars;
- Serves as a notary public providing service to the City and the public;
- Provides information and assistance to City Council, residents and staff;
- Develops knowledge of the policies, procedures and specific functions of the City Clerk's Office;
- Provides excellent customer service;
- Performs the City Clerk duties in their absence.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of municipal government organization and functions is strongly desired;
- Highly proficient in use of Microsoft Office (Word, Excel, and Outlook), maintaining records, files, and

- binders;
- Strong writing and communication skills;
- Bilingual skill (Spanish/English) is desirable;
- Ability to tactfully and courteously provide excellent customer service;
- Ability to research administrative/operational problems and make effective operational or procedural recommendations;
- Communicate effectively and tactfully, in both oral and written form, with internal and external customers;
- Exercise initiative, independent decision-making, professionalism, and good judgment;
- Must maintain confidentiality of sensitive information;
- Ability to type at a rate of speed to record legislative actions quickly and accurately;
- Establish and maintain effective working relationships with those contacted in the course of the work.

WORK SCHEDULE

Work hours are typically between the business hours of 8:30 a.m. to 5:00 p.m., however this position will require evening hours and occasionally weekend hours. Schedule may be flexed as required up to 20 hours per week.

MINIMUM QUALIFICATIONS

Education and Experience: Bachelor's degree in public administration, business administration, or a related field is preferred along with 1 to 2 years of demonstrated professional administrative experience. An equivalent combination of education and experience may be considered in lieu of Bachelor's Degree. Knowledge and experience with local government administration, records management and retention, preparation of meeting minutes, and municipal elections is highly desired. **Applicants will be required to provide a writing sample to demonstrate technical writing skills.**

LICENSES or CERTIFICATIFICATIONS

- Possession of, or ability to obtain, a Certification as a Municipal Clerk when eligible to apply.
- Must be able to obtain a Notary Public commission in Maryland within 6 months of employment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work requires walking, standing, bending, carrying items under 20 pounds, such as books, files, papers, etc.

ADDITIONAL INFORMATION

Please note that this description is not intended to describe all the duties associated with this position and the City in its sole discretion reserves the right to modify the duties of the position.

HOW TO APPLY

All applicants must submit a City application, résumé, and cover letter to be considered.

The City of Hyattsville is an Equal Opportunity Employer without regard to race, color, religion, national origin, sex, ancestry, marital status, age, sexual orientation, disability, political or union affiliation. Applications may be picked up at the Hyattsville City Administrative Office, 4310 Gallatin Street, Hyattsville, MD, at the 3rd floor reception area, Monday thru Friday, 8:30 a.m. to 5:00 p.m. The application is also available for download at www.hyattsville.org. Questions on this vacancy may be directed to Vivian Snellman at 301-985-5043.

Initial review of applications will begin on Friday, August 2, 2019. We appreciate your patience during that process.

Last Approved by HR DEPARTMENT 07/2019vs