

Job Class Code: 0620	FLSA Status: Exempt
Pay Basis: Salary (Annual)	EEO Category: 9

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to serve as Assistant Department Head and Freedom of Information Officer for department. The class is responsible to oversee the day to day operations of the department while providing technical support to the City Clerk. The class provides general supervision over office staff.

TYPICAL TASKS
<ul style="list-style-type: none"> • Processes payroll and maintain personnel records. • Provides staff support to the City Clerk and three members of City Council and all Council members as needed. • Assists in the preparation of City Council Agendas. • Serves as Freedom of Information Officer for department. • Oversees and assists office staff with daily tasks and problems. • Gathers data, analyzes information, and prepares reports as required by City Clerk and City Council. • Attends work session meetings and prepares minutes from those meetings. • Assists City Clerk to prepare the annual department budget. • Plans and oversees special events and programs for City Council throughout the year. • Serves as one of the department tour guides and hosts for Public Communications. • Oversees records management for the department. • Reviews, creates, and/or authorizes financial expenditures for the department. • Acts in the absence of the City Clerk. • Performs other related duties as assigned.

GENERAL STANDARDS	
Data Involvement	Coordinates or determines time, place or sequence of operations or activities based on analysis of data or information and may implement and report on operations and activities.
Interpersonal/People Involvement	Negotiates and exchanges ideas, information, and opinions with others to formulate policy and programs or arrive jointly at decisions, conclusions, or solutions.
Reasoning Requirements	Performs work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization.
Mathematical Requirements	Uses mathematics involving the practical application of fractions, percentages, ratios and proportions or descriptive statistics.
Language Requirements	Reads professional literature and technical manuals; speaks to groups of employees, and public or private groups; writes manuals and complex reports.
Mental Requirements	Performs advanced professional level work in the analysis or interpretation of methods of an administrative or legal nature and may formulates recommendations on the basis of such analysis; requires sustained, intense concentration for accurate results or continuous exposure to unusual pressure.

Decisions/Supervisory Control	Makes decisions as a significant part of the job, affecting a large segment of the organization and the general public; assists in developing policies and practices.
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EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires any combination of education and experience equivalent to an associate's degree.
Experience	In addition to satisfying the vocational/education standards, this class requires a minimum of two years of related, full-time equivalent experience.
Special Certifications and Licenses	Requires Certified Municipal Clerk (CMC) designation; training in the maintaining historical actions of the locality and elected officials.
Special Requirements	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.