



# City of Seat Pleasant Position Description

## POSITION DETAILS

|                    |   |                      |                         |
|--------------------|---|----------------------|-------------------------|
| Position Title:    | Staff Assistant   | Annual Salary Range: | \$55,000.00-\$58,723.00 |
| Department:        | Administration  |                      |                         |
| Reports to:        | City Clerk  |                      |                         |
| Classification:    | <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> N/A   |                      |                         |
| Employment Status: | <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Contractual <input type="checkbox"/> Seasonal |                      |                         |

## GENERAL STATEMENT OF DUTIES

Serves as the Staff Assistant to the City's Elected Officials and as the Deputy City Clerk in the absence of the duly appointed City Clerk. The Staff Assistant must be a highly organized, personable, dependable, and professional Staff Assistant for a very progressive elected body and busy City Clerk's office. The Staff Assistant work is performed under regular supervision of the City Clerk with responsibility for specialized clerical and administrative detail and the need for a high degree of accuracy in processing tasks. Work is reviewed by a superior through observation and review of correspondence and typewritten materials based on assessment and analysis of the situation as well as established policies, procedures, and guidelines. Incumbent assigned in this position is exposed to sensitive and confidential information with respect to employer-employee relations and, or constituent's personal information.

## ESSENTIAL FUNCTIONS, RESPONSIBILITIES, AND TASKS

- Executes a variety of tasks promoting the efficient operation of the Office of the City Council, Office of the Mayor as well as the Office of the City Clerk as administrative assistance is deemed necessary.
- Responsible for all functions of the Office of the City Council and Office of the Mayor and initiates appropriate actions as required.
- Prepares a wide variety of correspondence and reports, drafts memos/letters/emails for review and submission by the City Council in response to issues from the City Council and Mayor.
- Receives telephone calls, mail, and inquiries for the Office of the City Council and Mayor, researching and preparing responses whenever possible.
- Maintains calendar and schedules appointments for the Mayor & City Council.
- Registers and makes necessary arrangements for the Mayor & City Council to attend conferences, workshops, seminars, and conventions.
- Attends meetings with the City Council & Mayor to take notes and assist as needed.
- Management of the Mayor & City Councils budget.
- Assists the Office of the City Clerk with Council Meetings, schedule agenda items and process notices of public hearings; coordinates final agenda packet preparation and responds to citizen and press inquiries.
- Attends City Council meetings, work sessions and other meetings and conferences related to the City Council and Mayor.
- Serves as the backup legislative administrator and custodian of records.
- Briefs Elected Officials on matters or concerns and secure information required for proper action on such matters.
- Undertakes continuous effort to improve the operations, decrease turnaround times, streamline work processes, and works cooperatively and jointly to provide quality customer service to the City's elected body.
- Maintains a database of important contacts for the elected body to include but not limited to constituents, staff, county, and state elected officials, and federal partners.

## REQUIRED SKILLS, KNOWLEDGE, AND ABILITIES

Excellent command of Microsoft Office applications (Microsoft Word, Outlook, PowerPoint, Excel, and Publisher) and the internet; demonstrated organizational skills; proven problem-solving and interpersonal skills; experience providing complex, confidential administrative support with tact and diplomacy; proven ability to work with multiple deadlines and priorities; ability to work across a variety of projects and with diverse constituencies; and an ability to be flexible to changing office practices and procedures. Familiarity with Maryland state, county, and local government processes a plus. Some evening and weekend work related to special events and meetings may be required.

## WORKING CONDITIONS

- Sedentary work requiring the exertion of up to 50 pounds of force occasionally and negligible amount of force frequently or constantly to move objects.
- Work requires climbing, stooping, reaching, fingering, grasping, and repetitive motions.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- The worker is not subject to adverse environmental conditions.

## SELECTION CRITERIA

**Minimum Experience and Education:** In-Person position. Graduation from an accredited college or university with an associate degree in Public or Business Administration or related field; minimum of five (5) years of experience at the executive level, preferably as a City Clerk, Executive Assistant or Administrative Aide of a municipal agency; or any equivalent combination of education, training, and experience.

A valid driver's license in the state of residence, ability to obtain certification as a Certified Municipal Clerk (CMC) and/or certification as a Master Municipal Clerk (MMC) is highly desirable. Membership is required in the Maryland Municipal Clerks Association and the International Institute of Municipal Clerks.

**Special Notices:** Employees in this position are subject to random drug and alcohol testing pursuant to the City of Seat Pleasant's Drug-Free Workplace Policy, Drug & Alcohol Testing Procedures. Will be required to wear Personal Protective Equipment due to federal & state COVID-19 regulations.

Approved Date: ##/##/2020  
Revision Date: N/A