



CITY OF OMAHA CLASS SPECIFICATION

CLASSIFICATION TITLE: DEPUTY CITY CLERK

BARGAINING UNIT: [AEC](#)

CODE NUMBER: 4004

PAY RANGE CODE: 19 AEC

REVISION DATE: 6/29/17

NATURE OF WORK:

This is specialized administrative and supervisory work involving directing and managing the City Council agenda process in accordance with the requirements of applicable law, City of Omaha policies, best industry practices, and the highest ethical standards. This position documents official Council action, complies with open meetings laws, prepares and maintains official Council documents. Assists with the management of the department and serves as the acting City Clerk in the clerk's absence. Work is performed as the assistant to the City Clerk. Work involves the coordination of City Council meeting agendas and packets. Work also involves processing and storing official city documents and records, processing of all liquor and Keno applications, publication of ordinances, applications, and special development plans, bid opening committees, and processing of claims against the City of Omaha.

ESSENTIAL FUNCTIONS: *(Any one position may not perform all the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class.)*

Supervises the day-to-day operations of the City Clerk's office including assigning and following up on work, participating in hiring department personnel, personnel budget development, strategic planning, establishing business processes and best practices, and working closely with other city departments to fulfill the mission and values of the department and city organization.

Assumes official responsibility of the City Clerk's office during the absence of the City Clerk. Examples include, but are not limited to, managing daily operations and staff of the City Clerk's Office. Participates in roll call, reading of proposed ordinances, and recording of votes. Executes legal documents including ordinances, resolutions, contracts, and bond closings.

Coordinates the City Council meeting agenda and packets including proofreading, copying, and distributing all ordinances and resolutions. Manages the council agenda process, including tracking upcoming council agenda items, developing the final agenda for review, ensuring the agenda is published and distributed according to applicable state and local laws, and training employees to address agenda related issues and legal requirements.

Reviews agenda items after City Council meeting, notes action taken, and prepares documents for Mayor's signature.

Complies with relevant statutes, ordinances, regulations, standards, and laws related to open

meetings, open records, ordinance publication, and council meetings.

Distributes certified copies of ordinances and resolutions to designated parties and files and records originals.

Researches requests from city personnel and outside personnel.

Processes liquor and Keno applications including preparation of supporting documentation (maps, background investigations, statistics, impact on neighborhoods and locations, parking, and restrooms) and maintains records of current applications.

Processes and maintains firework applications and music venue permits.

Maintains registration information for individuals who lobby the City of Omaha.

Ensures all meeting notices, ordinances, liquor applications, Keno applications, and special development plans are published in the Daily Record according to established procedures.

Processes claims against the City of Omaha including action determination, letter of receipt, recording, and routing to the Law Department.

Participates in the bid opening committee meetings including opening sealed bids, depositing bonds/bid security, referring bids to purchasing, and preparation of minutes for both meetings.

Recommends policy and procedure changes to meet legal requirements and enhance the customer service experience.

Facilitates and assists the public in understanding the city council processes.

Manages and coordinates special projects as assigned.

Maintains active memberships in regional and national professional organizations, engages in professional development opportunities, and maintains professional credentials and certifications.

Maintains regular job attendance in accordance with a schedule established for the position by the supervisor.

Performs other related duties as assigned or as the situation dictates within the scope of this classification.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of laws and regulations pertaining to the record keeping of official governmental documents.

Knowledge of modern office practices, computerized records maintenance system, and general computer terminology.

Knowledge of the rules and procedures for City Council meetings.

Knowledge of and experience with municipal government functions and processes, including support to councils, boards, and commissions.

Knowledge of the Nebraska Open Meetings Act and the City of Omaha Charter and City Code.

Knowledge of City government organization and of the legal powers and duties of City officials.

Knowledge of business English, spelling, grammar, punctuation, and arithmetic.

Knowledge of general office procedures and clerical techniques.

Knowledge of and ability to operate a computer or other technology using standard or customized computer or systems software applications appropriate to the assigned tasks.

Ability to learn and adapt to advances in computer and electronics device technology and software.

Ability to plan, coordinate, and supervise the work of subordinate office personnel.

Ability to make policy and management decisions regarding operations.

Ability to develop, implement, and maintain web-based content and agenda management systems and to communicate these systems effectively to others.

Ability to speak effectively to respond to inquiries and participate in City Council meetings.

Ability to communicate effectively, orally and in writing.

Ability to establish and maintain effective working relationships with fellow employees and members of the general public.

Ability to organize, compile and maintain confidential records.

Ability to perform assignments with accuracy and proper detail.

Ability to prioritize and manage multiple projects and responsibilities while meeting stringent deadlines.

Ability to understand written or oral instructions.

Ability to adhere to safety policies, procedures, and guidelines.

Ability to stand and walk from 75 to 100% of the time; sit, reach, and type from 25 to 50% of the time; and balance, bend, stoop, squat, kneel, crouch, push, and pull up to 25% of the time.

Ability to move objects weighting up to twenty (20) pounds 0 to 33% of the time.

EDUCATION AND EXPERIENCE: *(The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)*

Bachelor's degree

AND

Two (2) years of progressively responsible experience working with official legislative governmental documents, considerable contact with the public, and records maintenance.

SPECIAL QUALIFICATIONS

Must be available to work flexible hours, evenings, and weekends.

WORKING CONDITIONS: *(The conditions herein are representative of those that must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.)*

Work is primarily performed in an office setting amid normal conditions of dust, odors, fumes, and noises and involves considerable public contact.

EQUIPMENT OPERATION: *(Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)*

Computer
Telephone
Calculator

Facsimile Machine
Printer
Scanner

Copier
Tape Recorder

Previous Revision Date(s):

9/14/93
3/26/98
9/26/13
6/23/16
6/29/17