

# Taylorsville City

## Job Description

<b>Title:</b>	City Council Coordinator	<b>Code:</b>	200
<b>Department:</b>	City Council	<b>Effective Date:</b>	10/1/03
<b>FLSA Status:</b>	Non-exempt	<b>Last Revised:</b>	1/2012

### PRIMARY DUTY

Performs a variety of general **administrative and complex clerical** duties as needed to expedite and coordinate the legislative and administrative functions of the City Council.

### SUPERVISION RECEIVED

Works under the general supervision of the City Council Chairman. Receives functional supervision from City Council members on a project-by-project basis, upon the approval of the Council Chair.

### SUPERVISION EXERCISED

None.

### ESSENTIAL FUNCTIONS

Performs general administrative duties and manages City Council office; assists to provide first contact assistance to the general public and determines the need to pursue further assistance with Council Members; coordinates scheduling for City Council members; prepares correspondence, memos and related communications; takes dictation and transcribes letters, memos, etc.; composes communications as requested; processes purchase requisitions for the department as needed. Often works irregular hours in conjunction with Council meetings and deadlines.

Prepares City Council meeting and work session agendas. Coordinates with other departments as needed to prepare materials and organizes packets for City Council meetings; monitors packet materials and assures timely receipt and distribution of the same; may communicate with individuals allocated time on Council agenda to confirm attendance. The Council Coordinator is responsible for the compilation and distribution of the City Council meeting packets to each of the Elected Officials and staff.

Attends the City Council meetings and City Council work sessions. Responsible for setting up the Council Chambers and preparing it for each meeting, providing the Council and city staff members with beverages. Assists those who utilize the Chambers for meetings and provides assistance with the sound system, computer or camera system, as well as the locking and unlocking of the room.

Attends City Council meeting and provides administrative support for Council members; acts as Council liaison to various committees and commissions, i.e., Ordinance Review, Public Safety, LARP, Economic Development, Healthy Taylorsville, etc. **requiring flexible work schedules and evening meeting attendance**; takes and transcribes meeting history and record and distributes to members for review; monitors follow-up activities on agenda items left unresolved or postponed. Organizes any workshops or public events the committee puts together. Acts as the point of contact for the Best of Taylorsville Beautification Award. Communicates with the City Attorney about ordinance changes made during the Ordinance Review Committee meetings. Provides general instruction to volunteers essential to the safe and effective delivery of programs.

Completes specialized projects as directed by the Council Chairman for the Council; provides clerical and secretarial support to Council members as assigned; types/word processes various reports and documents; reviews content for accuracy and completeness; makes grammatical and technical changes to content as needed; performs routine research and gathers data as needed to compile or complete reports as requested by the Council.

Maintains calendar; schedules and coordinates meetings and appointments; apprises Council of activity schedule showing events, activities, committee meetings, public hearings, staff meetings etc.; follows up on appointment schedules as needed to verify appointment and meeting commitments; schedules and coordinates Council attendance at conferences, arranges transportation and lodging and payment registration fees.

Operates personal computer and other electronic office equipment to create various documents, records, communications and correspondence; operates Laserfiche' equipment to scan and preserve documents and records in electronic formats; maintains permanent hard copy of council correspondence and other materials specific to the day to day activities of the City Council. Researches and tracks legislative issues during state legislative sessions; apprises Council of legislative actions and bill status.

Accepts and processes volunteer Applications for City Council and Administration appointments. Serves as staff to volunteer committees and various steering committees involved in planning and coordinating special events.

Serves as advisor/coordinator to the Taylorsville Youth Council and Youth Ambassadors; receives applications, schedules interviews with the Mayor and other selection committee members; coordinates yearly schedule of Youth Council and Youth Ambassadors events and activities including, but not limited to ULCT day at the legislature, USU Leadership Conference, and charitable holiday projects. Creates opportunities for youth council members to learn the value of the American governmental System and service to our community.

Performs other duties as assigned.

#### **MINIMUM QUALIFICATIONS**

1. Education and Experience:

A. Graduation from high school plus two (2) years of specialized training in general office practices and procedures, PC operation and various software applications;

**AND**

B. Four (4) years of responsible experience related to above duties; two years of which is preferred at the executive assistant level;

**OR**

C. An equivalent combination of education or experience.

2. Knowledge, Skills, and Abilities:

**Considerable knowledge of** modern office practices and procedures; filing systems (alpha and numeric), recording and filing procedures and methodologies; letter composition, grammar, spelling and punctuation; operation of personal computer and various applications such as MS Word, Power Point, operation of standard office equipment; basic mathematics; interpersonal communication skills and telephone etiquette; basic public relations.

**Ability to** communicate effectively, verbally and in writing; work independently in meeting various time deadlines and work pressures; perform basic mathematical calculations; ***maintain strict confidentiality related to sensitive information;*** operate personal computer (WINDOWS) in utilizing various programs (Microsoft Word, Excel, Publisher, etc.) to produce or compose formal documents, reports and records; operate standard office equipment; cope effectively with changing work schedules; develop effective working relationships with supervisors, fellow employees, and the public.

**SPECIAL QUALIFICATIONS:**

Employee must be able to work flexible schedules and attend various evening meetings as directed by council members or Chairman of the City Council.

1. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, generally requiring frequent walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Common eye, hand, finger dexterity required for many tasks. Mental application utilizes memory for details, verbal instructions, emotional stability and discriminating thinking and guided problem solving.

**DISCLAIMER: The above information is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities, requirements or knowledge, skills & abilities. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

I \_\_\_\_\_ have reviewed the job description. Date: \_\_\_\_\_