



The City Beautiful

City of Coral Gables Job Description

Job Title: Operational Services Assistant
Department: City Clerk
Classification: 0064
Pay grade: 17E
FLSA: Non-Exempt

Prepared Date: 1/09
Approved By: Walter J. Foeman
Approved By: Marjorie H. Adler

Summary

Performs responsible administrative duties for the City Clerk. Provides the City Clerk office with all the verbatim transcripts and attachments to minute documents for City Commission meetings.

Essential Duties and Responsibilities

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Prepares support materials for City Clerk's meetings and/or public presentations.

Takes dictation and minutes; transcribes Commission meeting minutes utilizing FTR/DCR Digital Recording System.

Prepares Commission meeting minutes for the City Clerk's review.

Writes proclamations, certificates of appreciation and memos; researches and collects data for both internally and the general public.

Processes accounts receivable for the whole department.

Provides assistance with the initial bi-annual draft of the Boards and Committees Book for the City Clerk's consideration review and approval.

Inputs legislative records into Legistar System, the Legislative Workflow and Document Management Systems.

Conducts ordinance and resolutions research; handles special projects.

Drafts policy initiatives in connection with the passport process, and annually updates related business and associated marketing plans.

Oversees the daily processing of passport applications, including the monthly Naturalization Ceremony initiatives with focus on new revenue generation through the federal court system. Assists the general public with the execution and document requirements of passport applications.

Assists the general public with public informational requests, lobbyist registration and filing.

Prepares and processes administrative paperwork and record-keeping for the City Clerk; assists the City Clerk with administrative and written correspondence regarding the Elections process.

Assists the City Clerk with the preparation of the budget forms process.

Assists the City Clerk with the coordination of notarization services provided to the public, as well as our internal stakeholders, along with the implementation of the appropriate tracking tool.

Manages the City Clerk's administrative and deadline calendar; handles his mail and phone calls.

Performs other related tasks as required.

Knowledge, Skills, and Abilities

Knowledge of department operations, policies and procedures, rules and regulations. Knowledge of office practices, systems, and equipment. Ability to perform many tasks in a short time frame. Ability to implement procedures and coordinate plans. Ability to maintain complex records and prepare reports. Computer literacy in Word, Excel, Legistar, Legislative Workflow and Document Management Systems. Ability to communicate effectively with all management levels, co-workers and the public. Ability to take dictation, minutes and transcribe. Excellent written and oral communication skills; as well as organizational skills.

Physical Requirements

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, use hands to fingers, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a Dictaphone, personal computer, calculator, copier and fax machine. Considerable amount of time spent using computer. Work is predominantly indoors within a usually quiet to moderately noisy environment. Must be able to lift, carry and or push articles weighing up to 20 lbs.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Minimum Education and Experience

High school diploma or equivalent.

Four (4) years experience in progressively responsible clerical and administrative positions, preferably in public service or a legal department.

Valid Florida Driver's License