

CLASSIFICATION ADDENDUM

Job Title: Administrative Aide/City Recorder

Classification Specification: Management Analyst

Barg Unit: Non

Pay Grade: C42

*This classification **addendum** further clarifies job specific duties and requirements of a job within a particular classification. Note: The classification specification document is to be referenced and this document utilized as the addendum (supplement). It is intended to provide additional information, where needed, and is not intended to provide an exhaustive list of duties and responsibilities; specific position assignments will vary depending on business needs.*

Essential Characteristics and Duties Addendum

The Administrative Aide/City Recorder performs administrative, analytical and secretarial duties supporting the activities of the City Manager, and Assistant City Manager; functions as the City Recorder with responsibility for elections, City Code/Charter and records management, and processing of official City documents. Develops the master schedule of agenda topics for council meetings and coordinates the preparation and follow-up that is required; administers the City and Springfield Utility Board elections processes; serves as the custodian of the City seal; responsible as the city's archivist and contract manager; public records request coordinator; oversees records management activities; schedules appointments and events; updates the city Code, to include ordinances and Charter amendments; interacts with the public, and public officials from other agencies; clerical supervision. Performs related duties as required.

Qualifications Addendum

An entry-level person would be expected to possess the following or any equivalent combination of knowledge, skills, education and experience in order to successfully perform the job.

Training & Experience:

- In the field of business administration, or a closely related field plus sufficient related work experience in administrative support to at least one or more managers, to include at least one year in an executive office.

Licensing Requirements:

- Must be a Certified Municipal Clerk (CMC), or be able to obtain the certification within a reasonable time after appointment. "Reasonable time" will be determined by the candidate's experience and education, and the availability of conferences and training offered by the International Institute of Municipal Clerks (IIMC).

Knowledge:

- Pertinent code, charter, state, and other laws and regulations that pertain to this position;
- Agenda processes and legal requirements for content of minutes;
- Current laws regarding records management, including the City Retention Schedule;
- Supervisory techniques;
- Rules, procedures, organization, programs, functions of a chief executive office.

Skills: *(Demonstrated skill in performing the following)*

- Coordinating the agenda preparation for City Council meetings;
- Maintaining the confidentiality and professionalism required by an executive office;
- Assigning and reviewing the work of clerical staff.

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Qualification For Grade Progression: N/A

Physical Requirements Addendum

Sedentary Work as defined in the classification specification. Further definition of the physical requirements of the position can be found in a job task analysis.

Addendum History

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