



CITY OF URBANA
Human Resources Division

ADMINISTRATIVE ASSISTANT II

JOB DESCRIPTION

Department: City Clerk's Office	Division: Administration
Work Location: Urbana City Building	Percent Time: 100%
Job Type: Civil Service	FLSA Status: Non-Exempt
Reports To: City Clerk	Union: Non-Union

JOB SUMMARY

Provides secretarial support to the City Clerk; provides and receives information by phone, by mail, and in-person; processes and maintains permanent records of ordinances, resolutions, contracts and agreements; monitors contracts and agreements filed with the City Clerk's Office; properly disposes of documents; prepares certified documents; takes and transcribes minutes at meetings of City Council, Council Committee, and various meetings; prepares and distributes packets and agendas for various meetings; prepares Adobe type forms and posts material to city website; assists with election process; assists with budget preparation; substitutes in absence of City Clerk; works in tandem with Administrative Assistant III.

Defining Class Characteristics:

Incumbents in this classification assist and act in a confidential capacity working in close conjunction with an Administrative Assistant III/Deputy Clerk, and reports directly to a department head or executive manager. The work requires the interpretation and application of policies, procedures, and regulations and involves frequent contact with the public, as well as performing various research support functions. This class is distinguished from other administrative classifications by its confidential duties, the level of responsibility and self-direction assumed, and the complexity of duties assigned. Employees at this level are required to be fully trained in all procedures related to the assigned area(s) of responsibility and are required to maintain a high level of confidentiality.

ESSENTIAL FUNCTIONS

- Process ordinances, resolutions, and contracts and agreements, including, obtaining correct documents; assigning numbers; obtaining the Clerk's signature and seal and the Mayor's signature; distributing appropriately to staff and as directed by City Council.
- Monitor contracts and agreements that are filed with the City Clerk; determine closed file status and notify Legal Division of renewals or expirations.
- Develop new procedures and forms as required by newly enacted legislation.
- Compose correspondence including authoring new content.

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- Prepare certified documents for attorneys and City personnel including notary services.
- Attend City Council meetings, committee meetings, Township Board meetings, and public hearings to take minutes and provide clerical assistance.
- Compose minutes of meetings in summary or standardized form, as appropriate.
- Set up and schedule meeting rooms, prepare coffee and ice water, pass out materials prior to City Council meetings, Committee meetings, and other meetings as necessary.
- Type verbatim minutes of meetings as necessary.
- Maintain and update Permanent Record Book of ordinances and resolutions passed by City Council employing proper word processing procedures.
- Dispose of records in accordance with the Local Records Act.
- Provide assistance with the City Code of Ordinances, specific ordinances/resolutions and agreements, and office procedures.
- Answer or refer, by phone, by mail, and in person, inquiries made by members of the public, governmental and outside organizations and agencies, and personnel from other City divisions and departments.
- Accept, log, and direct for response all Freedom of Information requests.
- Search and retrieve documents for staff members and citizens.
- Process licenses for Raffles, Going out of Business Sales, and Solicitors.
- Prepare purchase orders for Clerk's Office according to City policy.
- Make travel arrangements for City Council members and City Clerk, including arranging registrations, reservations, and travel accommodations; prepare travel advance and reconciliation forms according to City Travel Policy, and prepare travel packets.
- Monitor budget line-item balances for the City-Clerk's Office throughout the year.
- Process Subdivision Performance and Maintenance Bond Extensions and Releases according to established procedures.
- Assist with Annexation Notification Process.
- Assist with election procedures by obtaining and preparing appropriate candidate filing materials from State Board of Elections; interpreting ward maps; accepting petitions and papers from candidates, ensuring candidates have met filing requirements, and prepare documents for candidate certification and placement on ballot (every two to four years).
- Coordinate/troubleshoot postage/stamping machine.
- Complete annual National League of Cities survey and other surveys and questionnaires on behalf of the City as required.
- Assist with and help maintain and distribute Freedom of Information Directory by assembling current member lists of committees, commissions and boards, and reviewing narrative.

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- Assist with City Budget process (annually) by recommending amounts for specific line items, assisting with Council Budget process by attending bi-weekly meetings (April-May), and completing paperwork as required by the Finance Department in lieu of the Clerk.
- Assist with supervision of subordinate staff or interns in the City Clerk's Office.
- Substitute in absence of Administrative Assistant III or Deputy Clerk in the City Clerk's Office.
- Help prepare and assemble agenda and documents for weekly City Council or City Council Committee meetings in conformance with Open Meetings Act requirements.
- Prepare and post documents to the city web site including fillable forms.
- Help develop database applications to automate functions in the City Clerk's Office.
- Assist with or substitute in absence of City Clerk and Administrative Assistant III by performing the following duties:
 - Make administrative decisions.
 - Supervise Clerk's Office clerical personnel.
 - ~~Attest the Mayor's signature on documents.~~
 - Ensure proper filing and recording of official documents
 - Attend City Council meetings, committee meetings, and closed meetings in the capacity of City Clerk.
 - Prepare payroll report.
- Other related duties as assigned.

JOB REQUIREMENTS

Education & Experience

- Knowledge and abilities typically acquired through an Associate degree in Secretarial Science plus four (4) years of experience as a secretary in either a municipality or governmental unit where discretion and confidentiality are practiced, or six (6) years of comparable work experience.
- Experience handling sensitive information with discretion and good judgment.

Knowledge of

- Knowledge of business English, punctuation, spelling, business math, office practices and procedures, and the operation of standard office equipment including personal computer, typewriter, facsimile machine, photocopy machine, microfiche reader, and postage metering machine.

Skills

- Exceptional communication and interpersonal skills are needed to work with a diverse array of people, including city officials, commission and board members, community organizations and the general public.

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- Superior organizational skills and attention to detail to successfully manage multiple projects with competing deadlines.

Ability to

- Become familiar with established procedures and implement new procedures for processing City of Urbana ordinances, resolutions, licenses, and contracts, as well as procedures for disposal of documents.
- Understand subjects discussed during City Council/ Committee meetings, and closed meetings for summarization in minutes.
- Understand election procedures.
- Interpret ward and zoning maps.
- Communicate effectively both orally and in writing with City personnel of all levels, City officials, officials and personnel from other governmental jurisdictions, business people, attorneys, and citizens.
- Learn and implement new computer entry and word processing programs.
- Prioritize work for meeting deadlines.
- Type at sixty (60) words per minute.
- Work with frequent interruptions.
- Develop and maintain a complex filing system.
- Build and maintain professional relationships with City staff across multiple departments.
- Work with confidential material.
- Transcribe accurately and efficiently from voice recording devices.
- Stenographic ability may be required at discretion of Department Head.

Licenses, Certifications and Memberships Required

- Must possess a valid State of Illinois driver's license or obtain one within fifteen (15) days of employment.

The successful candidate will be a team player who enjoys meeting new people. Must have experience with public interaction. This position requires Candidates must be self-starters, able to work independently and adept at collaborating in a fast-paced, team environment. **Availability to work occasional evenings and weekends required.**

CONTACTS: INTERNAL/EXTERNAL

- Daily contact with all levels of City personnel.
- Daily contact with City officials and personnel from other governmental jurisdictions and agencies.
- Daily contact with citizens, business people, and attorneys.

Supplemental Information

Working Environment:

Standard office setting. Attends frequent night meetings.

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Physical Requirements:

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; visually inspect work in progress.

Hearing: Hear in the normal audio range with or without correction.

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Class Specification History

- Reclassified: July 26, 2017
- General revision: March 1994

For HR/Finance Use

Title Code	Pay Grade
024	30
EEO Category	
6- Administrative Support	