



DEPARTMENT OF

CITY CLERK

Deputy City Clerk

Salary: \$51,424 - \$55,663

Type: Full Time

Benefits: Full Benefits

Date Posted: 8/9/2024

About City Clerk

The City Clerk is the custodian of the City Seal and the legal records of the City of Salisbury, and maintains and records all ordinances and resolutions enacted by the City Council.

Profile

The Deputy City Clerk works under the supervisor of the City Clerk. The position applies high-level critical thinking to process, prioritize, and organize facts, information and data to solve problems. Including, maintaining department records; payroll, webpage material for the City Clerk, Council and Elections, attends interdepartmental and community events on behalf of the Council, acts as the Information Officer for the City Clerk and the City Council.

Preferred Education

Associate's degree or equivalent training.

Preferred Experience

Five (5) years of experience as a Deputy City Clerk or Executive Assistant.

Requirements/Certifications

Valid Driver's License.

How to Apply

1 Visit salisbury.md/apply

2 Submit City application, cover letter, and resume

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they can perform every job description task. We are most interested in finding the best candidate for the job, and that candidate may come from a less traditional background. The City may consider an equivalent combination of knowledge, skills, education, and experience to meet minimum qualifications. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role.

Jobs will be posted for a minimum of 2 weeks.

City of Salisbury, MD

Classification Description

Classification Title: Deputy City Clerk

Grade: 8

Department: City Clerk

FLSA Status: E

Date: 08/15/2024

Position Profile:

The Deputy City Clerk works under the supervision of the City Clerk. The position applies high-level critical thinking to process, prioritize, and organize facts, information, and data to solve problems. The Deputy City Clerk also provides administrative support to the Council and City Clerk.

Duties and Responsibilities

Administration/Project Management: Holds self-accountable for assigned responsibilities; sees tasks through to completion in a timely manner.

- Acts on behalf of the City Clerk in their absence.
- Maintains and organizes department records including payroll, web-page material for Clerk, Council and Elections.
- Acts as Records Administrator for all departments.
- Prepare ceremonial documents upon request.
- Provides orientation and onboarding for incoming elected officials.
- Manages the Council Internship Program.
- Notarizes documents for the city and others as requested.
- Attends interdepartmental and community events on behalf of the Council.
- Acts as the Information Officer for the City Clerk and City Council office.
- Acts as the liaison for the Council and Council leadership for the community-at-large.

Skills Proficiency/Flexible Capability: Skillful in use of tools, hardware, software, and equipment.

- Proficient in Microsoft Word, Excel, Outlook, and PowerPoint.
- Knowledge of the Internet, Laserfiche, Munis, and other relevant software.
- Working knowledge of the Open Meetings Act and other policies and procedures.
- Possesses excellent organizational, written, and verbal skills.

Leadership/Asset Builder: Acts as a role model and peer leader among teammates and colleagues

- Trains all department liaisons on records retention policies and procedures.
- Conducts assessments on records throughout the city and makes recommendations in accordance with State regulations.

Stewardship/Systems: Safeguard equipment, supplies and materials

- Orders supplies for the Council and City Clerk’s Office and maintains an inventory of materials.

Development/Staff Development: Participate in opportunities to earn or maintain professional credentials and certifications.

- Serves as a point of contact with City employees and residents to assist with information requests.
- Pursues continuing education toward earning Municipal Clerk certification by enrolling in Academy classes, attending conferences, Athenian Dialogues and other training courses.

Performance Expectations

- **Communication:** Articulates thoughts and ideas clearly and effectively and listens to others and provides relevant feedback.
- **Work Ethic:** Demonstrates personal accountability, effective work habits, integrity and ethical behavior.
- **Teamwork:** Works well as part of a team through respectful and collaborative relationships with colleagues, customers, affiliates and stakeholder groups.
- **Problem Solving:** Improves, designs, refines, finds and invents criteria to and combine in order to resolve problems. This combines creative and critical thinking.
- **Initiative:** Determines what needs to be done and acts on it. Takes charge before others do and/or without being instructed.

Education and Experience

- Associates Degree
- 5 years of experience as an Executive Assistant, or Assistant City Clerk
- Or equivalent training, education and/or experience; and
- Valid State of Maryland Driver’s License

Physical Requirements

- Work requires no unusual demand for physical effort.
- Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or meeting and training rooms, e.g., use of safe work place practices with office equipment, avoidance of trips and falls, and observance of fire and building safety regulations.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

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