

**CITY OF WEST WENDOVER
COMMUNITY DEVELOPMENT
COMMUNITY DEVELOPMENT ADMINISTRATIVE CLERK**

POSITION DESCRIPTION

Under the general supervision of the Community Development Director, performs a variety of complex, responsible and confidential administrative duties requiring a thorough knowledge of organizational procedures and precedents; provides clerical assistance to the Director and or designated staff members; performs other department related work as required. This position requires the ability to work independently, exercising judgment and initiative.

CHAIN OF COMMAND

The Community Development Administrative Clerk shall report any and all matters through the appropriate channel of communications, i.e., the appropriate persons as required by City Policy.

DISTINGUISHING CHARACTERISTICS

Performs staff assistance to complex projects and programs pertaining to the office of Community Development Tourism & Convention Bureau including organization, operation and budgeting.

ESSENTIAL FUNCTIONS

Screens visitors, telephone calls, and mail directed to the Community Development Department; receives complaints and requests for information; researches, compiles and analyzes data for special projects and prepares routine reports; maintains appointment schedules and calendars; makes travel arrangements and arranges meetings; assists in agenda preparation, gathers information and contacts meeting participants; trains, supervises, assigns duties to, and evaluates subordinates; provides clerical assistance to the Director and/or designated staff members. Capable of operating a multi-line telephone console, giving routine information to the public, performs other routine clerical work such as typing, filing, scheduling and mail processing. Is capable of performing work associated with the operation of a computer and computer programs including: Microsoft Word, Excel, Power Point, and other appropriate programs and materials related to the functions of the Community Development Department.

QUALIFICATIONS

Education/Experience/Training. Any combination of education and experience providing the required skill and knowledge is qualifying. Typical qualifications would be equivalent to:

1. High School Diploma.
2. Completion of an Associates Degree from an accredited college or university supplemented by specialized administrative/secretarial/computer training courses or graduation from and accredited business school/college or trade school with appropriate certificates; or
3. Two years of progressively responsible experience in a business/office/marketing environment with supervisory skill.

Knowledge/Skill. Correct English usage, grammar, spelling and punctuation; modern office methods and procedures, computer equipment and filing systems, business letter and report writing techniques; proofreading; statistical and record keeping principles and procedures; principles of supervision, training, task and performance evaluation.

Performing responsible technical administrative, secretarial/clerical work requiring independent judgment with speed and accuracy; learning, interpreting, and applying organizational policies, laws, rules and regulations; taking responsibility for the compilation and organization of reports; composing inter-office correspondence on own initiative; typing accurately, making arithmetic calculations; meeting the public tastefully and courteously answering questions in person and over the telephone; communicating

effectively with all segments of the community including private and public organizations and other federal, state and local agencies.

Fundamental accounting and bookkeeping knowledge, marketing and promotion experience and/or extensive background in public interaction.

Special Requirements And Licensing. Must possess at a minimum a valid Class C Nevada (Utah, if residing in Utah) Driver's License or an equivalent from another state. If using an equivalent, must be able to obtain at a minimum a Nevada (or Utah, if residing in Utah) Class C license within 30 days as a condition of employment.

Must be a U.S. citizen, or have the legal right to work in the United States.

Background Investigation Due to the nature of this position, a background investigation may be conducted by the City as required, in order to establish suitability for employment.

WORKING CONDITIONS

Ability to tailor work hours to needs of department, though standard hours are 8 am to 5 pm. Smoke-free working environment. Work environment is generally clean with limited exposure to conditions such as dust, fumes, odors, or noise. Frequent interruptions to planned work activities occur, as special needs from department heads, co-workers or public may occur.

PHYSICAL DEMANDS

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job: Ability to work in high stress, demanding situations with numerous deadlines. Strength, dexterity, coordination, and vision to use a keyboard and video display terminal for prolonged periods. Strength and stamina to bend, stoop, sit, and stand for extended periods of time. Dexterity and coordination to handle files and single pieces of paper; periodic lifting of files, stacks of paper or reports, references, and other materials. Some reaching for items above and below desk level. Some bending, reaching, squatting, and stooping is necessary. The ability to communicate via telephone. Light lifting (25 to 50 pounds) is periodically required.

CONTROLS OVER THE POSITION

The Community Development Administrative Clerk shall report any and all matters through the appropriate channel of communications, i.e., the appropriate persons as required by City Policy.

Performance And Evaluation: The employee will be evaluated on quantity and quality of work and the manner in which personal characteristics are brought to bear on that work. Performance evaluations will be performed as specified by City Policy.

Testing: A basic skills test may be conducted as part of the interview process and may include testing of skills specific to the requirements of fulfilling this particular job position, as determined by the Department Head, City Manager, or Human Resources Department.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

Note: This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required by their supervisor.

FLSA Status: Non Exempt

“The City of West Wendover is an Equal Opportunity Provider”

Adoption Date: April 3, 2012