



JOB TITLE	DATE
City Services Secretary	October 21, 2011
DEPARTMENT	COMPARABLE WORTH RATING
City Services	

REPORTS TO – City Services Director

SCOPE OF POSITION:

General Statement of Duties: This position is responsible for performing day to day secretarial, scheduling, and typing functions in an efficient and timely manner. Assist the manger by suggesting ideas and procedures that contribute to the effective and efficient overall operation of city service programs.

Supervision Received: City Services Director

Working Environment: Indoor, controlled office setting.

Supervision Exercised: None.

PERFORMANCE RESPONSIBILITIES:

The following list is not intended to be all inclusive, as duties will vary depending upon the direction of the Manager City Services:

- Perform registration functions, including participant notifications in the event of change for programs, leagues, and special events.
- Prepare computer generated financial reports and information for the Municipal Golf Course.
- Compile, prepare, and distribute department newsletters.
- Schedule the use of all Recreation facilities within the City of Hibbing.
- Provide information and assistance to the public and other employees regarding city services.
- Prepare quote requests and solicit quotes for purchasing materials and services.
- Resolve routine problems or complaints regarding services or programs.
- Purchase office materials and supplies as required.
- Prepare and distribute news releases and publicity information including flyers and brochures.
- Compile participation and attendance reports for all activities including programs, leagues, and special events.
- Prepare casual employee time and payroll spreadsheet.
- Maintain petty cash and concession stand change funds.



- Types correspondence, forms, specifications, etc. for various departments
- Performs receptionist duties, answers phone, gives information, and maintains files.
- Tabulates bids, checks extension on all bids from contractors, equipment firms, etc.
- Receives applications for snow plowing and notifies garage, makes out bills, and receives payment for Clerk's Office.
- Work with the Manager to process public auction items for the website as needed.
- Process culvert applications
- Maintains tall grass notice/billing/assessment complaints
- Maintain refund and outstanding credit records.
- Maintain daily deposits and submit and maintain credit card payments
- Perform other duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES:

- Ability to operate a computer, understand and utilize multiple software applications.
- Ability to handle requests and furnish information to general public in person or on the telephone.
- Ability to organize work and work independently as well as with a team.
- Ability to operate various office equipment.
- Ability to lift up to 20 pounds.
- Knowledge of basic accounting principles Performs work where judgment is required in the arrangement of data, reports, and records.
- Performs work to post detailed data from established sources and makes arithmetical calculations.
- Ability to operate computers, word processors, typewriter, and calculators.
- Ordinary care in the operation of maintenance of office equipment
- Performs clerical functions which require coordination with other department activities.
- Ordinary care to prevent injuries.
- Considerable mental and visual skills to prepare records, reports, tabulations, billings, and record maintenance.
- Knowledge of basic accounting principles.

MINIMUM QUALIFICATIONS:

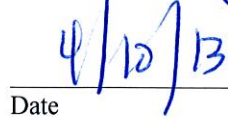
- High School Diploma or equivalent
- Minimum of one year work-related experience with computers.
- Two year secretarial or clerical college degree, or equivalent experience
- Must be proficient in excel and word applications
- Must have the ability to be bonded
- Must be a Notary or ability to obtain
- Experience with computers, software application and word processing



REVIEWED AND APPROVED BY:



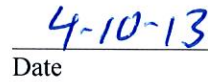
Staff Representative – AFSCME



Date



City of Hibbing – Administrator



Date