

Administrative Clerk

Definition: Under administrative direction, performs a variety of highly responsible work for the City Manager's office and other City Departments. Job duties will be related to: customer service, front counter (interaction with the public, cashiering, and clerical duties), preparing City Council agendas, agenda reports and associated documents as needed, maintaining files, coordinating with community groups and businesses, assisting with human resources. Implements the City's records management program; performs related duties as assigned. Provides backup support to the City Manager, City Council, Planning Commission and other office administrative staff. The ability to work independently, with fellow employees, contractors and the public is essential.

Examples of Duties: Work at the front counter independently as needed. Prepare City Council Agendas, agenda reports, and associated documents as needed. Present projects at City Council meetings as directed by the City Manager. Compose professional correspondence for a wide range of City projects. Interpret the Portola Municipal Code. Maintain permanent filing systems for the City Clerk's Office and the Building and Planning Departments. Provide general information to the public on City activities, procedures, and other matters. Maintain appropriate financial records. Handle customer inquiries and comments. Issue City licenses as needed. Process utility and other payments as necessary. Verify computations on construction permits and collect appropriate fees. Administer grants as needed. May be required to occasionally attend evening and/or weekend meetings. Perform related work as required.

Knowledge and Abilities: Must have excellent verbal and written communication skills and the ability to set priorities and meet critical deadlines. Computer proficiency is required, including experience with all Microsoft Word and Excel. Must have a knowledge of office practices and procedures, organization of general business correspondence and reports, and filing systems. Ability to establish and maintain effective working relationships with other office personnel, elected officials, and the general public. Knowledge of pertinent local, State, and Federal laws and regulations relating to City administration.

Essential Job Functions: Ability to use a computer and keyboard to complete a variety of tasks requiring auditory capability and manual dexterity for the operation of office equipment. The ability to communicate verbally and in writing with the public. Hand and finger dexterity is required for operation of pens, pencils and erasers; handling of filing system requires the ability to open and close filing cabinets up to five feet in height, removing and replacing files up to 20 pounds in weight. Ability to make oral presentations.

Experience and Education: A minimum of two years of related experience is required; governmental experience is preferred. A Bachelor's Degree in Public Administration or related field is highly desirable.

License: Possession of or ability to obtain a valid Class C California Driver's License.