# **Notice of Vacancy/Job Posting**

**Position:** Library Secretary/Clerk

**Location:** Fraser Public Library

**Salary and Hours:** Part-time, union position $10.67 per hour, hours vary.

***JOB POSTING***

**From Thursday, March 20, 2014 until Thursday, April 3, 2014**

***Nature of Work***

* Under the supervision of a department head or higher classified supervisory employee, performs a variety of clerical/secretarial support tasks which require proficiency in typing and records processing, computer skills, independent judgment, accuracy, and organizational skills. Acts as a liaison and resource to other city departments, staff, officials, outside agencies, and the public. May handle confidential materials, which are sensitive in nature.

***Examples of Work/Job Duties***

* Please see attached job description for general responsibilities. This position requires a desire to meet the public and serve people of all ages; pleasant, approachable demeanor.

***Qualifications***

* **Education:** Possession of a high school diploma or its equivalent with courses in typing, account keeping, office machine and/or computer operation, and office procedures.
* **Experience:** A minimum of one to three years of clerical/secretarial experience or equivalent.
* Experience working with children and children’s programming is desirable.

*The qualifications listed above are guidelines. Other combinations of education and experience which could provide the necessary knowledge, skills and abilities to perform the job should be considered.*

*The City of Fraser does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.*

**Send your letter of interest, application and resume to City Manager’s Office 33000 Garfield, Fraser, MI 48026 no later than Thursday, April 3, 2014 at 4:00 p.m.**

**JOB DESCRIPTION**

**TITLE: PART-TIME SECRETARY**

**(Assessing, Building, Clerk, DPW, Engineering, Finance, Library, Recreation, Water Billing)**

**EXAMPLES OF WORK**

Employees in this classification perform several of the following duties:

* Compiles information and types correspondence, reports, budgets, forms, permits, records, and other materials.
* Processes and maintains various records, and organizes and maintains office files. Prepares reports or memoranda, compiling necessary data and exchanging information with a variety of sources.
* Receives, screens, and routes telephone calls, and assists visitors by ascertaining needs, explaining departmental policies and procedures, initiating necessary paperwork, or referring them to the appropriate staff.
* Maintains a general knowledge of department operations in order to provide accurate answers to callers/visitors.
* Schedules appointments and maintains calendars for the supervisor and other staff. Prepares itineraries and makes reservations.
* Sorts and distributes mail and other materials. Prepares materials for mailing.
* Issues permits, licenses, and certificates after ensuring all city and/or governmental requirements are met. Provides assistance to persons who need help with their applications and/or forms.
* Maintains positive and professional interpersonal relationships and represents the best interests of the city at all times. Remains sensitive to language and cultural differences of clients and staff.
* Operates computer equipment to process data, produce spreadsheets, and maintain records. Updates files as needed.
* Assists with weekly payroll processes and attendance reports for the department.
* Investigates and resolves problems presented by residents/public to their satisfaction.
* Records all employee injuries. Sets up pre-employment physicals.
* Contacts City insurance companies to process all vehicle accident claims.
* Takes, transcribes, and edits statements, reports, and meeting minutes often utilizing shorthand or electronic recording equipment. Prepares meeting agendas, compiling necessary data and distributing it.
* Prepares and processes legal documents resulting from board, council, commission, or agency actions.
* Researches, plans, composes, and distributes such written communications as informational letters, news releases, newsletters, and statistical, monthly, quarterly, and yearly reports, promotional materials, and meeting notices.
* Collects fees, makes receipts, deposits money, maintains financial records, and prepares reports of daily receipts. Submits bills, vouchers, receipts, deposits, and the like to appropriate offices, departments, or agencies.
* Maintains departmental account ledgers and other financial/accounting records.
* Schedules delivery of material, invoices residents and companies and monitors payment process. May issue second notice and/or prepare tax roll for non-payment.
* Prepares information packets to be sent out for bids, which includes bid specifications and newspaper notices. May be present at bid openings.
* Issues cross connection violation, follows-up with Inspector and assists in the preparation of required reports.
* Processes monthly meter readings, investigates missing/inaccurate readings, processes penalties, prepares and mails billing statements and collects on delinquent accounts.
* May schedule inspections or meetings for various boards and committees upon request, or in accordance with the departmental calendar. May act as a secretary to city committees and boards by attending meetings, preparing and distributing agendas, taking minutes, and maintaining files.
* Prepares schedules for youth programs, activities and staff assignments, as needed. Maintains extensive personnel payroll records for payroll system.
* May be involved in various special projects as assigned, handling related correspondence, maintaining records, and serving as liaison for specific programs, assisting the public, providing related assistance, and answering questions.
* Maintains vehicle maintenance records. Maintains and monitors computerized vehicle maintenance program, notifying mechanic and scheduling vehicles as maintenance is required.
* Maintains an inventory of office/departmental equipment, supplies, forms, and materials. Orders and/or picks up items as needed.
* Performs routine maintenance on office equipment; arranges for repair as necessary.
* Performs other related clerical duties specific to an assigned area.

**PHYSICAL DEMANDS**

* The physical demands and work environment described here 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.
* Work involves walking, talking, hearing, using hands to handle, feel or operate objects, tools, or controls, and reaching with hands and arms. Vision abilities required by this job include close vision and the ability to adjust focus.
* The employee may be required to push, pull, lift, and/or carry up to 20 pounds.
* The noise level in the work environment is usually moderately quiet in the office and could be loud on special occasions.

**MENTAL DEMANDS**

* While performing the duties of this position, the incumbent is regularly required to use written and oral communication skills; observe and interpret situations; read and interpret data, information and documents; perform work with multiple concurrent tasks; work with constant interruptions; and interact with peers, subordinates, officials and the public.

*“The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.”*