

**CITY OF TOPPENISH**  
**Class Specification**

**Title:** Deputy City Clerk/Human Resources

**Department:** Administrative Services

**FLSA Status:** Exempt

**Reports To:** Administrative Services Director

**Effective Date:** May 1, 2019

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**Position Description:**

Provides administrative support to the City Clerk; performs technical, legal, and administrative duties in managing the official records of the City, maintaining historical municipal data, and assists in providing administrative support for the City Manager and City Council.

Performs professional human resources work involving application of knowledge and expertise in making responsible process decisions regarding human resources activities. Applies independent judgment and provides guidance and decision-making regarding assigned human resources activities such as staffing and recruitment, job classification and benefits administration, labor and employee relations, organizational development and training. Coordinates the City's recruitment and selection process to assure adherence to Human Resources policies and procedures and coordinates interview and examination procedures with hiring managers.

**ESSENTIAL DUTIES:**

**Deputy City Clerk Duties:**

- Responds to open records requests and other requests for information; provides technical information to City staff as authorized and within the PRA requirements.
- Compiles, prepares, reviews, and distributes City Council meeting agenda information packets; works with departments to correct and revise agenda information and supporting documentation.
- Participates in preparing, recording, and transcribing of proceedings during special and regular meetings and public hearings of the City Council; attends meetings and assures completion of required follow-up on meeting action items.
- Reviews and processes the official documents, legal notices, adopted resolutions, ordinances and minutes required for public meetings; reviews the accuracy of technical documentation files, official records and Municipal Code.
- Assists with planning, managing and coordinating the operations of City Clerk's office; assures official City activities are in compliance with Federal, State, and City policies and practices.
- Maintains and enforces confidentiality of work-related issues, client records, and City information; monitors staff compliance to security procedures, privacy laws, policies, and guidelines; performs related duties as required or assigned.

- Supports the relationship between the City of Toppenish and the constituent population by demonstrating courteous and cooperative behavior when interacting with clients, visitors, and City staff; promotes City goals and priorities in compliance with all policies and procedures.

**Human Resources Duties:**

- Coordinates with Departments to define recruitment needs and timelines; oversees technical HR procedures, prepares announcements and advertisements, recommends advertisement methods, and develops applicant screening criteria and evaluation instruments.
- Reviews applications for minimum qualifications and monitors other screening procedures; provides recommendations regarding test and interview questions; coordinates performance testing, proctors examinations, and reviews and compiles exam results.
- Assists and participates in interview process as required; assists with rating and evaluating applicants for suitability; advises applicants on documentation requirements.
- Coordinates and assists with reference and background checks; coordinates the selection and notification process maintaining effective communications through all phases of the recruitment and selection process.
- Maintains confidential files, records, and reports; creates initial folders for new recruitments; collects and files required documentation; prepares and reviews all necessary forms, records, and documentation for recruitments; prepares activity reports as needed.
- Interprets and explains Federal and State rules and regulations; assists with the interpretation and correct application of City policies and procedures; provides new hire orientations and exit interviews.
- Compiles information to create various reports, surveys, and presentations; responds to classification and compensation surveys from outside agencies.
- Develops, updates, and interprets policies, and human resources technical information.
- Prepare guidance materials and information on laws, policies, processes, procedures and options for managers' decision making.
- Perform human resource analyses such as job evaluations; position allocations and reclassifications; recruitments and screenings; professional development needs assessments; classification and compensation studies; and organization and staffing studies.
- Provide a high level of internal customer service, treating everyone with dignity and respect, and valuing the input and feedback of others.
- Maintains confidentiality of work-related issues, client records, and City information; enforces compliance with the confidentiality standards of the Privacy Act of 1974, {U.S.C. § 552A}; performs related duties as required or assigned.

## **MINIMUM QUALIFICATIONS:**

### **Education, Training, and Experience Guidelines:**

- A valid Washington State Driver's License is required. Associate degree in Business or Public Administration or a related field preferred; AND two (2) years of experience processing public records requests; OR an equivalent combination of education, training, and experience.
- Municipal Clerk (CMC) designation or ability to obtain CMC required.
- Certified Professional in Human Resources (SPHR) from the Society for Human Resource Management (SHRM) is desirable.

### **Knowledge, Skills, and Abilities**

- City and Department policies and procedures.
- Interpreting and communicating organizational policies, and procedures.
- State and Federal laws, statutes, rules, ordinances, codes, and regulations governing City government administration.
- State Open Public Meetings Act regulations and standards.
- Principles and practices of records retention, record keeping, and records management.
- City administration processes and procedures, including accounting, budgeting, and personnel rules.
- Technical procedures for archiving, indexing, and retrieving public documents.
- City ordinances, codes, policies, resolutions, and agreements.
- Principles and practices of public sector personnel administration, confidential records management, and effective customer service practices.
- Analyzing technical and statutory issues, evaluating alternatives, and making decisions based on findings.
- Understanding, interpreting, and applying statutory standards and State rules and regulations.
- Using initiative and independent judgment within established procedural guidelines.
- Assessing and prioritizing multiple tasks, projects, and demands.
- Reviewing and maintaining complex and extensive records, compiling technical information, and maintaining official records.
- Communicating effectively verbally and in writing.
- Building constructive working relationships characterized by a high level of acceptance, cooperation and mutual respect.
- Making timely decisions without sacrificing quality.
- Finding common ground for solutions among diverse interests.
- Advocating for organizational strategic objectives.
- Displaying balanced thinking, weighing pros and cons, and identifying options to solve problems.
- Preparing, maintaining, and reviewing human resource records, reports, and documentation.
- Operating a personal computer utilizing standard and specialized software.
- Entering information into a computer system with speed and accuracy.

### **Job Conditions**

Work is performed in an office environment with periods of potentially stressful situations and/or frequent interruptions. Position performs extensive close work assignments and computer work. May require extensive standing. Position requires the ability to multi-task. Position may come into contact with irate customers. Job may require lifting or carrying up to forty pounds.

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APPROVED:

  
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Lance Hoyt, City Manager

4/19/19  
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Date