

### **Assistant to the Mayor/City Clerk**

The City of Ladue seeks a dynamic, collaborative, organized professional with leadership skills to serve as Assistant to the Mayor/City Clerk. This position works closely with and provides administrative support to the Mayor and City Council, supervises the City administrative department, serves as a key member of the City management team and performs City Clerk duties. Interacts and serves as a resource for City Department Heads. Requires knowledge of Missouri State Statutes and municipal governance. This person will demonstrate a strong desire to interact with and serve the residents and public at large in a professional and customer service oriented manner. The City of Ladue offers a competitive salary and benefits package. Salary is negotiable based on qualifications and experience. Reports to the Mayor, appointed by Mayor with approval of the City Council. Position will be open until filled. Send resume and cover letter to Mayor Nancy Spewak at [nspewak@cityofladue-mo.gov](mailto:nspewak@cityofladue-mo.gov). View the full job posting and additional information at [www.cityofladue-mo.gov](http://www.cityofladue-mo.gov). EOE

## **POSITION QUALIFICATIONS**

### **Education and Experience:**

Degree from an accredited college or university, preferably in Public Administration and/or five years professional municipal experience as a City Clerk, Assistant City Clerk or Assistant City Administrator with similar duties as described.

**Knowledge, Skills and Abilities** (may be representative but not all inclusive of those commonly associated with the position)

- Knowledge of Missouri Statutes governing 4<sup>th</sup> class cities and the Ordinances of the City of Ladue.
- Skill in dealing tactfully, compassionately and courteously with the public and staff.
- Ability to approach all matters with a focus on customer service for the benefit of the City's residents.
- Ability to establish constructive and informative working relationships with all staff and to be flexible in working relationships with Mayor, City Council and Department Heads; adapt to job functions as directed by Mayor.
- Ability to work collaboratively, and think creatively.
- Ability to work under general direction and independently with minimal supervision. Detail oriented.
- Ability to read, write and speak in a professional manner. Excellent communication skills.
- Ability to present ideas in an easy to understand and engaging manner, both orally and in writing.
- Ability to establish and maintain fiscal responsibility.
- Demonstrate knowledge of public sector pension plans and planning; or demonstrate such knowledge after six months of employment.
- Demonstrate genuine interest in development of other's ideas for the betterment of the City and the services it provides.
- Highest level of ethics and confidentiality.
- Proficiency in Microsoft Office; use of Word and Excel, Power Point and Outlook.

### **Physical Requirements**

Due to the nature of work assignments, the incumbent must be able to perform detailed work on multiple, concurrent tasks, with frequent interruptions and under rigid time constraints. On a daily basis, the essential duties of this classification require the ability to stoop; to reach; to stand, walk and sit for extended periods of time; to push and pull objects weighing up to 20 pounds; to lift and carry objects weighing up to 10 pounds; to use finger dexterity to operate a computer and other office equipment; to hear and verbally exchange ideas and information with the public, staff and others on the phone and in the office; to from less than one foot to up to twenty feet with a good field of vision and to distinguish basic colors and shades of color. On a frequent basis, essential duties of the position require the ability to climb stairs and to perceive the attributes of objects by touch.

## **Assistant to the Mayor/ City Clerk**

The City of Ladue is seeking a dynamic, collaborative and organized individual possessing leadership skills and a general knowledge of local municipal government who enjoys working with the public.

**Position Summary:** The Assistant to the Mayor/City Clerk provides administrative support to the Mayor and City Council, supervises the administrative department of the City and serves as a key member of the City's management team. Perform City Clerk duties as defined by Missouri state statutes and City of Ladue ordinances.

### **This position includes, but is not limited to, the following duties and responsibilities:**

Maintain a clear focus on the municipal needs of the residents of the City and respond to citizen inquiries and requests for service in a professional and customer service oriented manner.

Interact frequently with residents, business and land owners, elected officials and others. Coordinate with City Department Heads to disseminate information effectively and efficiently.

Directs the Administrative Department of the City; including but not limited to work assignments, administration of salaries and benefits, performance reviews, recommends training as needed; insures that the Administrative Department is properly staffed.

Serve as general accountant of the City, working closely with the Director of Finance.

Serve as Purchasing Officer of the City, working closely with Department Heads to insure compliance with City purchasing policies; advise Department Heads with regard to city bidding, including advertisement and compliance with insurance requirements.

Serve as a resource and in house expert on all City ordinances for the Mayor, City Council, Department Heads, residents and businesses. Discusses and recommends changes to the Mayor regarding ordinances when appropriate; works cooperatively with the City Attorney.

Coordinate and maintains City wide technology, information management and website management. Serve as the liaison for City technology support services. Recommend upgrades and changes as necessary.

Provide public relations support to the Mayor and Council.

Represent the City, when designated by the Mayor, in discussions and negotiations with other governmental entities.

Attend all City Council meetings, Finance Committee Meetings, Pension Board of Trustee Meetings; time to time may attend other meetings as needed or when designated by the Mayor.

Prepare City Council agendas with input from the Mayor and Department Heads.

Maintain and draft official records such as City Council minutes, ordinances, and resolutions. Record and certify all legislation, acting as custodian of the City Seal. Affix seal to all documents requiring it.

Custodian of City records, insuring compliance with Open Records and Sunshine Laws, managing administrative files, keeps copies of all contracts entered into by the City.

Posts and advertises all City meeting notices and public hearings in coordination with Department Heads.

Serve as City Election Official; administer oaths of office.

Coordinate and process City license applications and renewals (business, liquor, solicitor and special events).

Assist City Department Heads with personnel administration; serve as a resource; maintain City personnel records; maintain and update City personnel manual.

Coordinates and publishes city wide calendar.

Serve as City liaison for Dogwood Festival and Parade Committee.

Perform any other duties as assigned by the Mayor.