

February 8, 2018

TO: City of Lincoln Personnel Board Members

SUBJECT: Personnel Board Meeting  
Thursday, February 15, 2018  
1:30 p.m., Council Chambers  
County-City Building

**A G E N D A**

ITEM 1: Request to create the following classification:

<u>CLASS CODE</u>	<u>CLASS TITLE</u>	<u>PROPOSED PAY RANGE</u>
0629	City Council Secretary	E04 (\$44,206.24 – \$56,436.34)

ITEM 2: Request to delete the following classifications:

<u>CLASS CODE</u>	<u>CLASS TITLE</u>	
2002	Engineering Specialist	(C30)
2003	Senior Engineering Specialist	(A13)
3100	Emergency Service Call Taker	(C12)
3102	ESD II/Technology Support	(C25)
3105	Emergency Service Dispatcher I	(C19)
3106	Emergency Service Dispatcher II	(C25)
3107	Emergency Service Dispatcher III	(C31)
3108	Service Desk Supervisor	(C24)
3109	Service Desk Manager	(A13)

ITEM 3: Miscellaneous Discussion

PC: Teresa Meier, City Clerk  
Roy Christensen  
Miki Esposito  
Jeff Bliemeister

**ACCOMMODATION NOTICE**

*The City of Lincoln complies with Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973 guidelines. Ensuring the public's access to and participating in public meetings is a priority for the City of Lincoln. In the event you are in need of a reasonable accommodation in order to attend or participate in a public meeting conducted by the City of Lincoln, please contact the Director of Equity and Diversity, Lincoln Commission on Human Rights, at 402 441-7624 as soon as possible before the scheduled meeting date in order to make your request.*

## CITY COUNCIL SECRETARY

### NATURE OF WORK

This is responsible and complex clerical work serving as secretary to the City Council.

Work involves performing advanced secretarial and clerical work for the City Council staff. Work includes composing and typing confidential correspondence, responding to complaints and providing information; scheduling appointments and meetings for Council members and receiving and screening phone calls. Assignments are received in the form of generalized instructions with work being reviewed by the City Council members in the form of reports, conferences and results achieved. Supervision may be exercised over subordinate clerical staff.

### EXAMPLES OF WORK PERFORMED

Performs responsible clerical and administrative duties including composing correspondence and memoranda.

Receives visitors and answers the telephone; answers questions and provides information according to established policies and procedures.

Schedules appointments and meetings for the City Council members.

Prepares various agendas and minutes; monitors and maintains the City Council website.

Researches and responds to citizen complaints/inquiries; interprets administrative decisions and established policies based upon established guidelines.

Tracks paperwork to meet deadlines; maintains confidential personnel records and payroll.

Maintains fiscal records in order to monitor budgetary expenditures.

Performs related work as required.

### DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of contemporary secretarial and clerical practices.

Considerable knowledge of contemporary office practices, procedures and equipment.

Knowledge of the basic principles of accounting and financial record keeping procedures.

Ability to perform routine administrative detail independently including composing memoranda and letters, and preparing reports.

Ability to interpret rules, regulations and policies, and to make decisions in accordance with established precedent.

Ability to establish and maintain effective working relationships with municipal officials, co-workers and the general public.

Ability to communicate effectively both orally and in writing.

#### MINIMUM QUALIFICATIONS

Graduation from senior high school or equivalent supplemented by coursework in business management, business administration, or related field, and two years of experience in complex clerical work; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

PS0629