

DEPUTY CITY CLERK

City of Mission Hills
Updated February 2021

Salary Range: \$31,590 to \$47,390

MAJOR INDIVIDUAL TASKS

- Primary person who answers telephone, greets and receives the public, provides customer assistance, and refers public inquiries.
- Provide citizen assistance by fielding questions, concerns and complaints from general public.
- Prepare meeting packets, serve as secretary, and maintain records of Board of Zoning Appeals meetings; provide proper notice of BZA meetings; coordinate BZA member attendance.
- Serve as website administrator; create new pages and update information.
- Design, print, and mail all City publications, including “The Columns” newsletter.
- Update and distribute City Directory each January and July.
- Send updated animal license information to Animal Control office monthly.
- Process utility permits and issue invoices monthly.
- Manage records of building permit applications, building permit inspections and maintain active building permit files.
- Organize and maintain building permit files for City Inspector and those in Archives.
- Assist City Inspector with management of building permits expired with no final inspection.
- Issue receipts for revenues received as needed.
- Send notifications to residents using the NotifyJoCo system.
- May be required to provide assistance for, and attend, City events outside of normal work hours.
- Performs other duties, special projects, and research as assigned by City Administrator
- Serve as notary public of the State of Kansas.
- Assist City Clerk when needed; take on City Clerk’s duties when position is vacant due to leave or vacancy in position.

TEAM TASKS:

- Answer telephone, greets and receives the public, provides customer assistance, and refers public inquiries.
- Process alarm registrations.
- Process occupation license applications, update list, and send renewal notices each December.
- Process performance bonds; update list and return check when project is satisfactorily completed.
- Issues miscellaneous permits and licenses, including building permits, occupational licenses, pet license, garage/estate sale permits, photography/filming permits, block party permits, and park rentals.
- Maintain calendar of all City activities and meetings.

- Update information on City Microsoft Access database.
- Receive and provides access to requests for open public records.
- Perform correspondence duties.
- Schedule meetings.
- Monitor office supplies and kitchen facilities.
- Work closely with City Administrator, city boards and committees, and Homes Association, and elected and appointed officials
- Provide information for voters regarding elections in Johnson County, Kansas.

BACKUP TASKS

- Attend meetings at the discretion of the City Administrator.
- Take minutes for meetings as assigned by City Administrator.
- File notices of publication of ordinances and other appropriate documents of the City Council and other boards.
- Order and purchase supplies for City Hall.

CONDITIONS

- Use computer applications, including Microsoft Office, Johnson County AIMS, cloud-based permitting platform (ViewPoint) and design software such as Adobe InDesign.
- Work is performed in office setting.

KNOWLEDGE, SKILLS, AND ABILITIES

- Excellent telephone skills.
- Working knowledge of formal letters and written correspondence.
- Thorough knowledge of and experience using Microsoft Office Suite programs.
- Ability to communicate effectively with residents, contractors, employees, city officials and the general public.
- Working knowledge of city services and city information.

QUALIFICATIONS

- Associate's degree preferred.