



Office of Human Resources City Council Parliamentarian and Secretary - YA2304

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General Statement of Duties

Provides advanced and specialized professional administrative and analytical on the complex parliamentary procedures for City Council, functions as the city's parliamentarian to ensure efficient and compliant city council meetings, and serves as a liaison for the legislative process.

Distinguishing Characteristics

This class performs high level and specialized administrative and analytical support for City Council. It functions as the City's parliamentarian. It functions as the database administrator for the ordinance, proclamation, and resolution tracing system. This class is distinguished from the City Council Legislative Assistant who performs administrative work supporting the operations of the City Council central office including City Council members, Executive Director, and Legislative Services staff..

This class is distinguished from the City Council Aide series, which provides administrative and/or professional support to city council members by managing administrative functions within Council members' district offices, responding to and resolving constituent problems and inquiries, and providing guidance and advice to Council members.

Essential Duties

Serves as the City Council Parliamentarian by advising and ensures compliance by council members during official meetings on parliamentary rules and legal requirements . Staffs regular sessions of City Council. Consults and offers guidance to council members and legislative counsel to prepare agendas, committee review sheets, meeting schedules for the Council and committees. Researches and advises on solutions when unusual meeting issues arise.

Ensures efficient and professional council meetings adhering to established official meeting procedural standards. Introduces resolutions and proposed bills during Council meetings. Calls the roll and records votes on agenda items. Provides guidance to Council members on parliamentary procedures and Council Rules of Procedure. Reviews and edits records for all legislation and related documents as legally required including descriptions of consent agenda items, council bills, committee agenda items, committee summaries, amendments, motions, notices and instructions to Council members. Monitors and tracks legislative process between stakeholders.

Serves as the records coordinator for City Council and Legislative Services. Creates accurate and timely resource documents including committee assignment lists, roll call sheets, glossary of acronyms and abbreviations, index of motions, reference sheets, calendars and others at the request of Council. Assist Council President with prioritizing agenda items for meetings and conduct of members during meetings.

Receives correspondence and documents on behalf of the Council and addresses correspondence(s) or documents and/or bring such items to the attention of the Council. Issues correspondence as a result of instructions or established policies relating to such. Responds to inquiries from citizens and the media pertaining to Council history and status of Council bills, public hearing procedures, Council rules and regulations. Serves as the Council CORA custodian and assists with responses to CORA requests to Council.

Manages council legislative database application operation and usability. Advises and assists users with database management to support legislative processes and troubleshoots issues. Serves as the liaison to Technology Services with database problems or issues requiring escalated support. Updates, refreshes, and inputs information into database which include legislative bills and other items supporting the legislative process accurately and timely. Recommends and implements process improvements for database management.

Assists with front office support and assists front office staff. Researches and provides responses to inquiries from Council members, Executive Director, Legislative Analysts and the public. Functions as the procurement card (P-Card) reallocator for Legislative Services and City Council.

Processes legal protests filed with City Council pertaining to zoning matters and prepares agenda language and instructions for Council members.

Performs other related duties as assigned.

Employees may be re-deployed to work in other capacities in their own agencies or in other City agencies to support core functions of the City during a City-wide emergency declared by the Mayor.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies

Customer Service – Interacts with customers in a friendly and professional manner, works to resolve issues quickly and effectively, and is knowledgeable about products and services

Information Management - Identifies a need for and knows where or how to gather information; organizes and maintains information or information management systems.

Oral Communication – Expresses information to individuals or groups effectively; taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues and responds appropriately.

Reading – Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

Writing – Writes in a clear, concise, organized, and convincing manner for the intended audience.

Knowledge & Skills

Knowledge of arithmetic sufficient to be able to perform a variety of calculations.

Knowledge of policies, procedures, rules, and laws relative to the specified area.

Knowledge of standard office practice and procedures sufficient to be able to process various types of paperwork associated with office support duties.

Skill in facilitating highly confidential matters related to the agency or departmental policy.

Skill in utilizing computer software to accomplish a variety of tasks.

Level of Supervision Exercised

By position, performs lead work.

Education Requirement

Bachelor's Degree in a related field.

Experience Requirement

Three (3) years of experience administering programs and/or assisting professional or management staff with administrative or operational functions.

Education & Experience Equivalency

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

A combination of appropriate education and experience may be substituted for the minimum education and experience requirements, except for the one year of experience at the type and level of Executive Assistant II.

Licensure & Certification

None

Working Environment

Pressure due to multiple calls and inquiries.
Subject to many interruptions.

Level of Physical Demand

1-Sedentary (0-10 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Color vision: Ability to distinguish and identify different colors.

Depth Perception: Ability to judge distances and space relationships.

Eye/Hand/Foot Coordination: Performing work through using two or more body parts or other devices.

Field of Vision: Ability to sharply detect or perceive objects peripherally.

Fingering: Picking and pinching, through use of fingers or otherwise.

Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.

Hearing: Perceiving and comprehending the nature and direction of sounds.

Lifting: Moving objects weighing no more than 10 pounds from one level to another.

Repetitive motions: Making frequent or continuous movements.

Sitting: Remaining in a stationary position.

Talking: Communicating ideas or exchanging information.

Vision Near Acuity: Ability to perceive or detect objects at 20 inches or less.

Background Check Requirement

Criminal Check

Employment Verification

Education Check

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: EX-07

FLSA Code: Y

Established Date: 9/21/2018

Established By: LS

Revised Date: 7/17/2022

Revised By: BM

Class History: Title change, changes to general statement of classification duties, distinguishing characteristics, essential duties, and minimum qualifications.