

70-22-3

#982

An Ordinance Amending the Wage and Salary Classification Plan to Create New Position of Assistant Clerk of the Council Request of Councilors Zeigler, Saba, Faretra and DiZoglio

WHEREAS, the Methuen City Council desires to appoint an Assistant Clerk of the Council to assist the Clerk of the Council with performing the duties prescribed for the Clerk by the Home Rule Charter of the City of Methuen, and to fill in for the Clerk of the Council when the Clerk is unavailable; and

WHEREAS, the City of Methuen has undertaken the steps necessary to amend the Home Rule Charter preparatory to creating the position of Assistant Clerk of the Council, and the Home Rule Charter has been so amended; and

WHEREAS, The position shall be funded by the City Council FY'22 Budget adopted June of 2021: now therefore

WHEREAS, the City Council wishes to post for the hiring of an Assistant Clerk of the Council and appoint someone to serve accordingly.

THEREFORE, BE IT ORDAINED: That the Wage and Salary schedule of Chapter 6, Sections 6-4 and 6-5 of the Methuen Municipal Code are amended by inserting the new position of "Assistant Clerk of the Council" and new salary schedule A-1 Council Employees, to wit:

Department: Methuen City Council

Position: Assistant Clerk of the Council

EFFECTIVE	MINIMUM	STEP I	STEP II	STEP III	MAXIMUM
Weekly	\$ 846.15	\$ 884.62	\$ 923.08	\$ 961.54	\$ 1,000.00
Annual	\$ 44,000	\$ 46,000	\$ 48,000	\$ 50,000	\$ 52,000

This Ordinance shall be effective upon passage; and be it Ordered that a certified copy of this ordinance be submitted to the Office of the Chief Administrative Financial Officer and the City Council upon City Council approval. Effective upon passage.

2022 MAR 10 AM 11:31
CITY CLERK'S OFFICE
METHUEN, MA



City of Methuen – Job Description – Assistant Clerk of the Council

Job Title:	F/T Assistant Clerk of the Council (35 hours)	FLSA Category (Exempt? Y/N):	Y
Department:	City Council	Affiliation:	Unaffiliated- Council Employee
Classification/ Salary Range:	Per Wage and Salary Scale \$44,000 – \$48,000	Reports To:	City Council
HR Contact:	HR Director		

Job Description

SUMMARY: Assists department by performing administrative and clerical functions; execution of general directives; such clerical work may be complex and of a responsible nature

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Various clerical duties such as filing, indexing, copying, scanning, answering the telephone, and/or comparable tasks
- Preparing constituent memorandums and miscellaneous correspondence including social media per City Council direction
- Update records of meetings, including taking accurate notes and provide transcription as necessary
- Research and/or assistance in preparation of projects requested by City Council
- Posting of City Council meetings
- Preparation of purchase orders and related accounts payable warrants, as needed
- Interaction with general public and other city departments
- Back up night coverage of City Council meetings, as needed
- Database management including uploading and maintaining legislative documents

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of office procedures, forms, and techniques to process and record transactions as they relate to the department.
- Knowledge of rules, regulations, and instructions concerning the operations of the department.
- Knowledge of programs and procedures used to process and record transactions in a computerized system and ability to detect and correct errors in computer output.
- Ability to use computer operations such as MS Office Suite, general business tools, and other operating systems; must be able to operate common office equipment;
- Must be able to take accurate notes and transcribe them as directed.

- Ability to research, compile, organize and assemble data into reports of a non-routine nature, express ideas clearly and effectively, both orally and in writing.
- Ability to establish effective working relationships with the public and other city employees.
- Ability to maintain moderately complex records and files and to search through records to compile and summarize data.
- Ability to correct grammar and punctuation.
- Ability to learn Robert's Rule of Order and familiarize with Council Rules and the Methuen Home Rule Charter.

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar; related; or a logical assignment to the position.

ADDITIONAL DUTIES: As directed or as required for specific departments.

MINIMUM QUALIFICATIONS:

- Must be familiar with MS Office Suite
- Ability to work on a variety of Operating Systems
- General knowledge of Office Practices and Procedures
- High School Diploma or GED
- Minimum of two years of clerical work experience or advanced training
- Skills and Ability to Perform the Duties of the Position

SUPERVISORY CONTROLS: Works under the general direction of the Assistant Clerk of the Council

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to walk, sit, and talk or hear. The employee is occasionally required to use hands to handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance, stop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus. May

be in front of a computer for several hours throughout the day. Good Attendance is required.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of the job, the employee regularly works inside under general working conditions. The employee is occasionally exposed to hot, cold, and humid conditions. The noise level in the work environment is usually quiet while in the office, moderately loud when in the field.

NATURE AND PURPOSE OF PERSONAL CONTACTS:

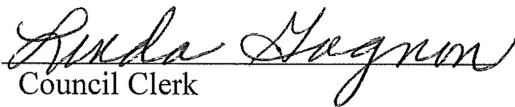
Contacts are with a wide variety of people outside the City service and may include the business community, attorneys, public action groups, other police or fire departments and judges. The purpose of the contacts may be to defend or justify departmental actions.

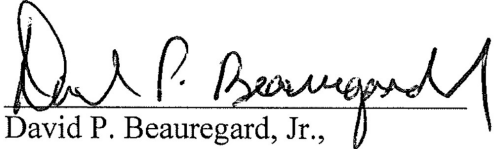
**SUBMIT APPLICATION BY EMAIL TO: LISA CROWLEY DIRECTOR OF HR
 LCROWLEY@CI.METHUEN.MA.US AND EUNICE ZEIGLER ,COUNCIL SEARCH COMMITTEE CHAIR
 EZEIGLER@CI.METHUEN.MA.US**

Reviewed by:		Date:	
Approved By:		Date:	
Last Updated By:	Assistant Clerk of the Council Search Committee	Date:	12/4/21

First Read: January 3, 2022
Adopted: January 19, 2022
Effective: February 18, 2022

I do hereby certify that at a meeting of which a quorum was present, the foregoing ordinance was adopted by a unanimous vote on January 19, 2022.


Council Clerk


David P. Beauregard, Jr.,
City Council Chairman

Approved under MHRC Sec. 3-6
Date: _____

Approved:  1/26/2022
Neil Perry, Mayor