EMPLOYMENT OPPORTUNITY

Internal XX Opening Date: September 18, 2020
External XX Close Date: October 7, 2020 5 p.m.
Grade: G-7 Salary: $14.89 to $22.24 hr (DOE)
Typically hired at beginning of the range

This position is currently part-time, 29 hour per week with part-time benefits. The position was previously a full-time position and the position may be changed to a full-time position in near the future.

Vernal City is an Equal Opportunity and Affirmative Action Employer and does not discriminate against the disabled in employment services.

Administrative Clerk II / Communications Specialist

Summary of Responsibilities:
Under the direct supervision of the Deputy City Recorder / HR performs general clerical work in the maintenance of the Human Resources and City Recorders office. Assists with other administrative City records, performs other routine secretarial duties for the administrative offices, and prepares communications for the public, businesses and residents of the City.

Example of Duties:
1. Assists the Deputy Recorder in the input of data into the computer system, preparing agendas, reports and files for the City Manager.
2. Assists with the maintenance of the administration and planning department central filing systems.
3. Assists with the clerical duties of the Planning Department including legal notices and mailings.
4. Assists the Deputy Recorder in the preparation of City Council packets, correspondence, and City Recorder duties.
5. Takes and prepares City Council or other meeting minutes when the Deputy City Recorder is unable to attend the meeting.
6. Assists in the maintenance of employee files and records.
7. Assists in the maintenance of databases for the municipal code, personnel policies and minutes.
8. Assists in the operation of the human resources office.
9. Corresponds with media outlets regarding City projects, meetings, events and promotions.
10. Drafts and submits social media posts including Facebook and Instagram.
11. Update the City's website and employee intranet site.
12. Work with City administration and departments to identify and draft press releases and other publications highlighting City services, codes, personnel, budgets and taxes.
13. Performs other related clerical duties as assigned.

Minimum Qualifications:

1. Graduate from an accredited high school or equivalent.
2. Proficient in the use of word processing, spreadsheet and web design programs.
3. Ability to keyboard 50 words per minute with no errors.
4. One (1) year successful demonstrated experience in secretarial or clerical work.
5. General knowledge of data processing equipment and working knowledge and experience with computers utilizing Microsoft, Google, Photshop and web design software is preferred.
6. Experience as a public information officer or in the field of communications or marketing is preferred.

Method of Selection:
1. Review of Applications
2. Background check / drug screen
3. Interview

Apply To: Vernal City Human Resource Office
374 East Main
Vernal, UT 84078
(435) 789-2255
hr@vernalcity.org or go to our website: www.vernalcity.org

VERNAL CITY APPLICATION REQUIRED.