

Dear City Clerk/Communications Coordinator Applicant:

The City of Excelsior would like to thank you for your interest in the City Clerk/Communications Coordinator position. Included with this letter are the application materials for this position, which should consist of the following documents:

- 1. A copy of the advertisement.** This is a copy of the advertisement for the position. Do not return this document, keep for your records.
- 2. An Application for Employment form.** Be sure to answer all questions and sign your application. If a question or section of this form does not apply, then write "N/A" in response to that question to indicate that it is Not Applicable. Applications that are not signed or contain blanks may be removed from consideration for incompleteness. Return this document.
- 3. A Veterans Preference Status Form.** Please be sure to complete this form and return it with your application. If the form is not completed preference points will not be applied. Return this document with your application.
- 4. A job description for the position.** This document is included to give applicants an idea of the type of duties that applicants would be responsible for. No action is required of you at this time related to this document. Do not return this document, keep for your records.
- 5. Benefits and Compensation.** The City would like applicants to have as much information as possible about the position. This will provide an outline of the benefits and compensation for this position. Do not return this document, keep for your records.
- 6. Returning Application Packet.** Please return your application packet (completed application, resume, Veterans Preference Status Form, and any other items you wish to submit for consideration for employment) to:

Lynette Peterson, City Clerk
City of Excelsior
339 Third Street
Excelsior, MN 55331-1809

Applications will be reviewed as they come in with the position open until filled. If you have any questions regarding the position or application packet, you can contact me at (952) 653-3675 or lpeterson@excelsiormn.org.

Sincerely,

Lynette R. Peterson
City Clerk

City Clerk/Communications Coordinator

The City of Excelsior is seeking a dynamic, well-rounded individual to be their next City Clerk/Communications Coordinator. Excelsior is a vibrant community with a historic downtown located on beautiful Lake Minnetonka. This position is responsible for a variety of administrative and licensing tasks, election administration, and coordinating all City communications. The person sought will be citizen focused and have exceptional communication and organizational skills.

Candidates for the City Clerk/Communications Coordinator position will possess a High School Diploma and knowledge of standard office software and equipment. Preferred candidates will have a post high school degree in a related field, municipal experience, and City Clerk certification.

City Hall is open Monday-Thursday from 7:30 am to 5:30 pm and closed on Fridays; attendance at some evening meetings is required. Salary range is \$70,000 - \$80,000 DOQ with a competitive benefit package. For a complete application packet, please visit our website at www.excelsiormn.org or contact Lynette at lpeterson@excelsiormn.org or at 952-653-3675. This position is open until filled; however, interested applicants are strongly encouraged to apply as soon as possible but no later than October 15.



City of Excelsior
339 Third Street
Excelsior, MN 55331-1809
Phone (952) 474-5233
Facsimile (952) 474-6300

The City of Excelsior seeks applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

The information requested on this application is being gathered for the purpose of evaluating your fitness and qualification for the employment you are seeking with the City of Excelsior. You are not legally required to provide any of the information requested, but failure to do so could adversely affect your chances of being hired. The information you provide may be provided to the City of Excelsior employees or other appointed or elected officials participating in the process of making a decision regarding the employment you seek. It may also be provided to third parties to the extent necessary to gather additional information relevant to an analysis of your application.

POSITION YOU ARE APPLYING FOR

Job Title: _____

CONTACT INFORMATION

Your name: _____

Mailing Address: _____

City: _____ County: _____ State: _____ Zip Code: _____

Home Phone: () _____ Business Phone: () _____

Cellular Number: () _____ E-Mail Address: _____

EDUCATION

High School (Name): _____ Location: _____

Diploma Other (Specify): _____ Highest Grade Completed: _____

College Graduate? Yes No If no, give total credit received: _____

NAME & ADDRESS OF SCHOOL, MAJOR COURSE OF STUDY, AND DEGREE RECEIVED

Your Name if Different While Attending School: _____

| Undergraduate College/University | | Graduate School | |
|----------------------------------|---------|---------------------------------|---------|
| _____ | | _____ | |
| Degree: _____ | | Degree: _____ | |
| Pertinent Undergraduate Courses | Credits | Pertinent Undergraduate Courses | Credits |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

JOB-RELATED TRAINING AND COURSE WORK

List any skills, licenses, and certificates which are related to the job you seek (including words per minute typing and computer software proficiency.)

WORK EXPERIENCE

Describe your work experience in detail, beginning with the most recent job. Include military service (indicate rank) and job related volunteer work, if applicable. Provide an explanation for any gaps in employment. **All information in this section must be complete. A resume may be attached, but not substituted for this section.**

1. Name of Present or Last Employer: _____

Address: _____ Phone: () _____

Job Title: _____

Number Supervised: _____ Supervisor's Name: _____

From ___/___/___ To ___/___/___ Hours Per Week _____

May we contact this employer? Yes No

Job Duties (give details)

Reason for leaving:

2. Name of Present or Last Employer: _____
Address: _____ Phone: () _____
Job Title: _____
Number Supervised: _____ Supervisor's Name: _____
From ___/___/___ To ___/___/___ Hours Per Week _____
May we contact this employer? Yes No
Job Duties (give details)

Reason for leaving:

3. Name of Present or Last Employer: _____
Address: _____ Phone: () _____
Job Title: _____
Number Supervised: _____ Supervisor's Name: _____
From ___/___/___ To ___/___/___ Hours Per Week _____
May we contact this employer? Yes No
Job Duties (give details)

Reason for leaving:

4. Name of Present or Last Employer: _____
Address: _____ Phone: () _____
Job Title: _____
Number Supervised: _____ Supervisor's Name: _____
From ___/___/___ To ___/___/___ Hours Per Week _____
May we contact this employer? Yes No
Job Duties (give details)

Reason for leaving:

**NOTE TO APPLICANTS: DO NOT ANSWER THIS QUESTION
UNLESS YOU HAVE BEEN INFORMED ABOUT THE
REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.**

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? A review of the activities involved in such a job or occupation has been given.

Yes No

PLEASE READ THE FOLLOWING STATEMENTS

Authority to Release Information. By my signature, I consent to the release of information to authorized officers, agents, and/or employees of the City of Excelsior which may include but not be limited to information concerning my past and present work, including my official personnel files, attendance records, evaluations, educational records including transcripts; military service; law enforcement records; and/or any personnel record deemed necessary. In addition, I consent to authorize appropriate officers, agents, and/or employees of the City of Excelsior to make inquiries of third parties such as credit bureaus. I further release the organization, educational entity, present and former employers, law enforcement organization, and all third parties from any and all claims of whatever nature that I may have as a result any inquiry or response given to such inquiries made in connection with my application for employment.

Signature: _____ **Date:** _____

Certification of Applicant: By my signature, I affirm, agree, and understand that all statements on this form are true and accurate. Any misrepresentation, falsification, or material omission of information or data on this application may result in exclusion from further consideration or, if hired, termination of employment. If I have requested herein that my present employer may not be contacted, an offer of employment may be conditioned upon acceptable information and verification from such employer prior to beginning work.

Signature: _____ **Date:** _____

**CITY OF EXCELSIOR
ADDENDUM TO APPLICATION**

VETERANS PREFERENCE POINTS APPLICATION INSTRUCTIONS

Preference points are awarded to qualified veterans and spouses of deceased or disabled veterans to add to their exam results. Points are awarded subject to the provisions of Minnesota Statutes 43A.11. To be eligible for veterans preference points, you must:

1. Be separated under honorable conditions from any branch of the armed forces of the United States after having served on active duty for 181 consecutive days or by reason of disability incurred while serving on active duty, and be a citizen of the United States or resident alien; or be the surviving spouse of a deceased veteran (as defined above) or the spouse of a disabled veteran who because of the disability is not able to qualify; AND
2. NOT be currently receiving or eligible to receive a monthly veteran's pension based exclusively on length of military service.

The information you provide on this form will be used to determine your eligibility for veterans preference points. You are not required to supply this information, but we cannot award veterans points without it.

YOU MUST SUPPLY A COPY OF YOUR DD214. DISABLED VETERANS MUST ALSO SUPPLY FORM FL-802 OR AN EQUIVALENT LETTER FROM A SERVICE RETIREMENT BOARD. SPOUSES APPLYING FOR PREFERENCE POINTS MUST SUPPLY THEIR MARRIAGE CERTIFICATE, THE VETERAN'S DD214 AND FL-802 OR DEATH CERTIFICATE.

If you supply the supporting documentation by separate mail, your name and the position applied for must be included.

ARE YOU APPLYING FOR VETERANS BONUS POINTS? YES NO

If you answered "YES", your DD214 or other documentation must be received no later than seven (7) calendar days after the application deadline for the position.

VETERANS PREFERENCE POINTS APPLICATION

Veteran _____ If spouse, veteran's name: _____

Self Spouse

Branch of Service: _____ Period of Active Duty
From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____ Date of Final Discharge: _____ Service No: _____

Are you receiving or eligible for a military pension? Do you have a compensable service-related
 YES NO disability? YES NO

Preference requested: Veteran Disabled Veteran
 Spouse of Disabled Veteran Spouse of Deceased Veteran

Your Preference Points application cannot be considered without supporting documentation (see instructions above). If the documentation is not attached, it must be received in our office no later than seven (7) calendar days after the application deadline for the position in order to guarantee that points are awarded in a timely manner.

Supporting documentation: is attached will be submitted within 7 days of application deadline.



Position Title: City Clerk/Communications Coordinator
Department: Administration
Immediate Supervisor: City Manager
FLSA Status: Exempt
Date of Latest Revision: September 2020

POSITION SUMMARY

Performs specialized, clerical work to provide administrative support to elected and appointed officials, the city manager, and City departments. Plans, organizes, and coordinates municipal elections and communications, and maintains official City records.

ESSENTIAL DUTIES AND RESPONSIBILITIES (include but are not limited to the following)

1. Coordinates, prepares, and distributes agendas and packets for City Council meetings; publishes legal notifications; coordinates the preparation of official documents; and takes minutes or arranges for recording secretaries.
2. Maintain the roster and membership status of the City's commissions and coordinates the oaths of office to new commission members; and assists with the coordination, preparation, and distribution of advisory commissions agendas and packets, as needed.
3. Oversees and participates in license and permit processes; administers the approval process of liquor licenses; and may assist with the processing of other applications.
4. Manages and administers employee benefits packages including health and life insurances, the City's flexible benefits plan; researches other types of benefits for feasibility; and attends training related to mandatory and optional benefits.
5. Manages all the City's official records ensuring documents are properly stored and maintained; and conducts research of City records when needed.

6. Ensures all agreements, contracts, and legal documents are signed, recorded, and archived.
7. Maintains the City Code, initiating and coordinating updates, codification, and supplementation of the Code.
8. Responds to inquiries from the public regarding City information; provides information according to data privacy and other guidelines; and serves as City's "Responsible Person" for data privacy issues.
9. Promotes community awareness through print media, the website, and social media; coordinates and administers the content of printed material, the website, social media, and other outreach and communications tools; and prepares and publishes the City's bi-annual newsletter.
10. Supervises the conduct of elections.
11. Assigns and sells cemetery lots; updates/maintains related records; and researches records inquiries by public.
12. Performs other related duties as directed by City Manager or apparent.

ESSENTIAL TECHNICAL COMPETENCIES

Knowledge of...

- The City's overall operations and structure, ordinances and polices.
- Government accounting/bookkeeping polices standards, practices, and procedures.
- Principles and practices of managing and conducting communications programs.

Ability to...

- Communicate clearly and concisely, both orally and in writing.
- Prepare and maintain accurate and complete records, reports, and forms.
- Plan, organize, and coordinate various meetings and activities.
- Operate various office equipment such as computer, copier, fax, and calculators.
- Type/word process with speed and accuracy.
- Maintain confidentiality of communications, documents, and other matters.
- Make decisions in accordance with established policies and procedures.

- Work cooperatively in a team environment and under own initiative with minimum supervision.
- Handle numerous interruptions, switch from task to task, and focus on task at hand.
- Coordinate and manage several projects simultaneously using effective time management and problem-solving techniques.

TYPICAL WORKING ENVIRONMENT

Work is performed in typical office environment with extended periods of sitting and prolonged use of computer and related equipment.

SELECTION CRITERIA TO QUALIFY FOR THIS POSITION

Required Job Qualifications:

- High school diploma.
- Knowledge of standard office software and equipment.

Desirable Qualifications:

- Associate's degree in administrative assistant, executive secretary, office management or related specialty.
- Specific experience in public or nonprofit setting that provided skills in coordinating small information systems and handling multiple tasks.
- Certification in city clerk profession or ability to obtain.

Employee Signate and Date: _____

Supervisor Initials and Date: _____

Benefits

Probationary Period: Six months; other than vacations that have already been scheduled, vacation and sick leave may be used after satisfactory completion of the probationary period.

Health Insurance: The City pays 100% of single coverage and 57% of the total premium for family coverage. The City will also deposit \$1,000 in your Health Savings Account (HSA) on July 1st. The City offers a stipend for opting out of health insurance that is based on the amount of the HSA deductible, which is currently \$2,000.

Dental Insurance: The City pays 100% of single coverage.

Life Insurance: The City purchases \$10,000 worth of life insurance for each employee; you may purchase additional coverage.

Vacation Pay: 80 hours per year (3.08 hours per pay period). This amount increases with longevity.

Sick Leave: One day per month (3.70 hours per pay period).

Holidays: Twelve paid holidays plus one floating holiday.

Associations: The City pays for your annual dues to any relevant associations (contingent on budget, requires annual approval by the City Manager).

Education: The City agrees to support a reasonable annual budget for professional development and continuing education.