



## CITY OF MELROSE

## Human Resources

Please send a letter of interest and a resume to Marianne Long, Director of Human Resources via [m-long@cityofmelrose.org](mailto:m-long@cityofmelrose.org) by November 18, 2016

**Title:** Clerk of Committees/Webmaster  
**Department:** Board of Aldermen and Information Technology Department  
**Supervisor:** President, Board of Aldermen and IT Director  
**Status:** Non-union, Benefit Eligible, CNU1, Level 17  
Minimum Annual salary is \$57,662  
**Position begins January 3, 2017**

The Office of the Clerk of Committees is a single-person service oriented department. The position reports to and serves as the executive assistant to the President of the Board of Aldermen and requires an impartial, conscientious and organized professional. The Clerk works independently, balances and prioritizes situations, and ensures that responsibilities of the job are done efficiently and accurately.

### **Responsibilities:**

#### Board of Aldermen:

- Mandatory attendance at all evening Board of Aldermen and Committee meetings (a minimum of 6 evening meetings per month).
- Serve as the liaison between the Aldermen and the City's residents, the Mayor's office, City departments, boards and commissions, and the public utility companies.
- Schedule standing and special committee meetings; contact anyone with matters before the committees ensuring their attendance.
- Manage communications for the Board of Aldermen and all meetings of Standing and Special Committees; oversee the recording, transcribing, archiving, and processing of all agendas and minutes of Standing and Special Committees.
- Respond sensitively and constructively to citizen inquiries and complaints; follow up as needed.
- Provide customer service with tact, courtesy, sensitivity and discretion in all dealings with internal and external customers.
- Work closely with the Administration and department heads, boards and commissions, to ensure that matters are presented to the Board of Aldermen in timely fashion.
- As directed by the President of the Board of Aldermen, occasionally assist City Clerk's office.
- Contact utility companies (Verizon and nationalgrid) with customer and aldermen concerns; schedule onsite and offsite meetings; communicate with other city departments as required.
- Prepare and post the Notice of Meeting for all standing and special committees of the Board of Aldermen as required by the Open Meeting Law and the *Rules of Order of the Board of Aldermen*.
- Schedule all Events in the Aldermanic Chamber; input date and time of events in the City of Melrose Energy Management System and arrange work orders with DPW for special events.
- Coordinates with MMTV regarding Aldermanic and School Committee meeting schedules, Elections, and special events to be held in the Chamber.

- Prepare orders for submission by the Aldermen (Resolutions, Transfer of funds, Ordinance amendments, etc.)
- Prepare agendas using IQM2 Software for all standing and special committees of the Board of Aldermen and other meetings or hearings as required.
- Record and transcribe minutes using IQM2 Software for all standing committee meetings of the Board of Aldermen and other meetings or hearings as required.
- Track all Board and committee pending items, requests, orders, and referrals.
- Index and cross-reference minutes and agendas of Board of Aldermen meetings, committee meetings and special meetings for permanent binding.
- Maintain current and organized master files for rapid information retrieval.
- Maintain comprehensive familiarity with the *Rules of the Board of Aldermen*, City Charter, Administrative Code, City Ordinances, Zoning Ordinances and *Robert's Rules of Order* for information and background.
- Input the Aldermanic payroll and accounts payable warrants in MUNIS.
- With the President of the Board of Aldermen prepare the annual operating budget for the Aldermanic Department.
- Schedule annual budget hearings with Department Heads and the Chairs of City Boards and Commissions.
- Record amendments made to departmental budgets throughout the budget hearing process; provide updated and final Excel Worksheet for the Fiscal Year Budget to the Board of Aldermen, City Auditor and City Clerk.
- Ensure compliance with time frame issues such as special permits, zoning amendments, appointment confirmations, licensing and permitting, and sunset matters according to the City Charter, City Ordinances, and Massachusetts General Laws.
- Maintain office equipment and service contracts as required.

#### *IQM2 and Chromebooks:*

- Maintain users, update templates, and organize training sessions for IQM2 software.
- Create user guides tailored to the City's needs.
- Train designees of City Boards and Commissions in the IQM2 agenda and minutes software.
- Scan, prepare and upload historical documents to the IQM2 software.
- Train members of the Board of Aldermen and the School Committee in the use of Chromebooks and the IQM2 web portal.
- Maintain Chromebooks for optimum performance; regularly check for updates; delete dated files.
- Inspect the Wi-Fi connection on each Chromebook prior to each Board of Aldermen and School Committee meeting to ensure connectivity.

#### *Webmaster:*

Serves as the City's webmaster and the webmaster for the HR Intranet.

- Primarily responsible for ensuring a positive online experience for everyone who interacts with the City over the internet.
- Design, create, manage and update web pages for 30+ departments and boards.
- Ensure pages are user friendly and page content is consistent.
- Review pages regularly to ensure information is current and accurate.
- Review and edit documents prior to posting; reformat as necessary; convert to PDF, JPEG, or PNG as needed.
- Inspect links regularly to ensure proper operation.

- Post special announcements as requested by the Mayor's office, IT, and the Board of Aldermen.
- Maintain the HR Self-Serve Intranet to ensure information is accurate and accessible.
- Update the HR Self-Serve Intranet as needed by the Human Resources, Auditor's, and Legal Departments.

### **Qualifications:**

- Bachelor of Science required.
- Advanced editing, research, organizational, and written and oral communication skills.
- Advanced computer skills, including but not limited to web development, word processing, working knowledge of Microsoft Office Suite of applications including Outlook e-mail client software, Adobe and experience in Document Formatting and Photo Editing.
- Basic graphic design skills required.
- A minimum of three years' experience with web development and wireless technology
- Working knowledge of content management systems (WordPress preferred)
- A minimum of five (5) years of highly responsible administrative experience.
- Excellent interpersonal and organizational skills with sound judgment and initiative.
- Must work well independently and maintain strict confidentiality.
- Demonstrated experience in providing customer service to co-workers and residents with tact, courtesy, sensitivity and discretion.

### **Physical Requirements:**

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 regularly required to sit and use hands to finger, handle or feel objects or controls. The employee is both in person and on the phone, required to stand, reach hands and arms, and talk, hear and write while serving aldermen at the public meetings. The employee will regularly use computer keyboards requiring hand-eye coordination and finger dexterity.

The employee must occasionally lift and or move up to 10 pounds; kneel and bend to connect and disconnect microphone cables, html cables, and extension cords. Specific vision abilities required by this job include the ability to focus on fine print and computer work.