



CITY OF WASILLA

290 E. HERNING AVE.
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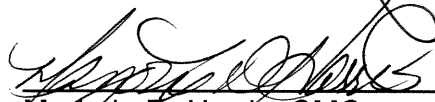
COUNCIL MEMORANDUM NO. 96-56

FROM: City Clerk
DATE: May 22, 1996
SUBJECT: Position Re-classification

After evaluating the position of deputy clerk with other deputy clerk positions from Alaska, and the Wasilla planning clerk position, it is my opinion that the Wasilla deputy clerk position was placed in the wrong grade classification during the salary survey accomplished by Coopers & Lybrand last year.

I have attached a copy of the deputy clerk job description along with information from various cities and boroughs State wide.

I concur with Mr. Stocker's memorandum and Mayor Stein's recommendation previously submitted to Council and recommend that the position of deputy clerk be reclassified from Grade 8 to Grade 9.



Marjorie D. Harris, CMC
City Clerk



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PHONE: (907) 373-9050

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JOB DESCRIPTION

CLASSIFICATION: Deputy City Clerk

REPORTS TO: City Clerk

SUPERVISES: None

GENERAL FUNCTIONS:

Under the general direction and supervision of the City Clerk, the Deputy City Clerk assists in the performance of all duties equipped by State law, and the City Code, performing a full range of clerical and routine administrative duties. Acts for the City Clerk in the City Clerk's absence; serves as voter registrar, notary public and the City's Records Technician.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Administers the City's Records Program. Devises and implements filing systems and computer programs for the management of all active records City wide. Devises and implements storage and retrieval systems for the City's transient records and all City archives. Assists other departments in the creation of retention systems. Responsible for maintenance and upkeep of all service contracts, City owned properties, utility right-of-ways and easements, and all other permanent records of the City.

Assist with the administration of all City elections. Acts as voter registrar for the State of Alaska. Assists with the preparation of election materials and coordination with the Mat-Su Borough for joint elections. Acts as absentee voting official for Borough, State and City elections.

Performs research as requested, maintains legislative history of actions of the City Council and advises the Clerk and Council of pending action.

Attends all Council meetings and keeps the record of the proceedings. Assists with agenda packet preparation. In the absence of the Clerk, performs all duties of the City Clerk as prescribed by Title 29.

Serves as the City's deputy public information officer. Responds to miscellaneous requests from staff and general public either by phone or in person. Provides information or directs person with question to appropriate department.

Proofreads all departmentally-produced materials. Composes correspondence with general outline of required content.

Assists with the maintenance and record keeping of personnel files. Point of contact for personnel enrollments and drug testing procedures. Preparation of evaluation schedules for all departments.

JOB DESCRIPTION: Deputy City Clerk

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WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Out of office duties includes attendance at evening meetings and occasional travel. There are frequent interruptions in the workplace and the noise level is usually moderate.

SALARY RANGE AND BENEFITS:

Salary Range 8. Benefits include health insurance, supplemental benefits system, annual and sick leave, paid holidays, public employees retirement system, ESC, Workman's compensation, FICA Medicare.

HIRING AUTHORITY:

City Clerk

CITY OF WASILLA

1996 SALARY STRUCTURE

| GRADE | | SALARY RANGE | | | |
|-------|--|--------------|--------------|--------------|--------------|
| | | MINIMUM | MIDPOINT | | MAXIMUM |
| | | 1st Quartile | 2nd Quartile | 3rd Quartile | 4th Quartile |
| 17 | | | | | |
| 16 | Finance Director Police Chief Public Works Director | 54,360 | \$61,150 | 67,949 | \$74,740 |
| 15 | | 51,650 | \$58,110 | 64,560 | \$71,020 |
| 14 | Museum & Recreation Svs Director Library Director | 46,170 | \$51,940 | 57,715 | \$63,490 |
| 13 | Police Sergeant Investigator Assistant Dir. Public Works | 42,560 | \$47,880 | 53,195 | \$58,510 |
| 12 | Head City Clerk Accountant Sr. City Planner Roads Tech III | 39,220 | \$44,120 | 49,024 | \$53,930 |
| 11 | Associate Librarian/Adult Service | 36,150 | \$40,670 | 45,183 | \$49,700 |
| 10 | Children's Librarian Police Officer Wastewater Tech II Water Tech II | 33,310 | \$37,480 | 41,642 | \$45,810 |
| 9 | Secretary Sr. Accounting Clerk Planning Clerk | 30,710 | \$34,550 | 38,383 | \$42,220 |
| 8 | Museum Registrar Interlibrary Loan Coordinator Roads Tech I Parks & Rec Tech I Property Maintenance Tech I Water Tech I Wastewater Tech I Deputy City Clerk Public Works Clerk | 28,300 | \$31,840 | 35,376 | \$38,910 |
| 7 | Secretary II | 26,080 | \$29,340 | 32,602 | \$35,860 |
| 6 | | 24,040 | \$27,050 | 30,051 | \$33,060 |
| 5 | | 22,150 | \$24,920 | 27,694 | \$30,460 |
| 4 | Museum Aide Library Aide Secretary I | 20,420 | \$22,980 | 25,530 | \$28,090 |
| 3 | | 18,830 | \$21,180 | 23,532 | \$25,890 |
| 2 | Permanent Part time or Intern | 17,350 | \$19,520 | 21,689 | \$23,860 |

[Handwritten Signature] 2-27-96

Deputy Clerk Salary Survey 1995

| MUNICIPALITY | CLASSIFICATION POPULATION/# CITIES | INCUMBENT LONGEVITY | CURRENT SALARY |
|------------------------------|--|---------------------|----------------------|
| Ketchikan Gateway Borough | 2nd Class Borough 14,923 / 2 cities | 6 yrs CMC | \$29,220 |
| Aleutians East Borough | 2nd Class Borough 2,809 / 5 cities | | None |
| Bristol Bay Borough | 2nd Class Borough 1,576 / no cities | | None |
| Fairbanks North Star Borough | 2nd Class Borough 82,428 / 2 cities | 12 yrs. CMC/AAE | \$48,880 |
| Kenai Peninsula Borough | 2nd Class Borough 44,411 / 6 cities | 6 months | \$39,000 |
| Kodiak Island Borough | 2nd Class Borough 15,575 / 6 cities | 4 yrs. | \$33,883 |
| Matanuska-Susitna Borough | 2nd Class Borough 50,058 / 3 cities | 5 yrs. | \$45,200 |
| Denali Borough | Home Rule Borough 2,077 / 1 city | | Part time \$12.25/hr |
| Lake and Peninsula Borough | Home Rule Borough 1,856 / 5 cities | | None |
| City and Borough of Juneau | Unified Home Rule 29,078 | 5 yrs. | \$30,000 |
| City and Borough of Sitka | Unified Home Rule 9,052 | Budget request | \$31,800 |
| City of Seward | Home Rule City 2,732 | 7 yrs | \$38,834 |

Deputy Clerk Salary Survey 1995

| MUNICIPALITY | CLASSIFICATION POPULATION/# CITIES | INCUMBENT LONGEVITY | CURRENT SALARY |
|--------------------|---------------------------------------|---------------------|----------------|
| City of Kodiak | Home Rule City 7,428 | | |
| City of Ketchikan | Home Rule City 8,846 | 12 yrs. CMC/AAE | \$38,480 |
| City of Petersburg | Home Rule City 3,419 | 10 yrs | \$36,000 |
| City of Valdez | Home Rule City 4,713 | 5 yrs CMC | \$37,853 |
| City of Nome | First Class City 4,184 | 14 yrs | \$39,000 |

This survey was conducted on May 3, 1995 by G. Zimmerle

City of Wasilla

First Class City

1 yr 7 mo.

\$30,118

Salary average of Deputy Clerk positions surveyed \$36,790