

CITY OF ST. LOUIS CLASSIFICATION SPECIFICATION

CLASSIFICATION

TITLE: City Register

CLASS CODE: 1661

GENERAL DESCRIPTION OF DUTIES:

Incumbents in this classification supervise a clerical staff charged with keeping official city records and publication of the city journal.

DISTINGUISHING CHARACTERISTICS:

This is an advanced-level managerial classification in the General Administrative Series – General Management Group job family within the City of St. Louis. Incumbents in this classification perform moderately complex duties with a variety of related tasks. The distinguishing characteristics of this classification within the series include the administration of oath of office to mayoral appointees and new city employees.

Incumbents work under administrative direction. They are free to plan, direct and organize all phases of work necessary for its completion within broad program guidance. Incumbents generally report to an executive level administrative official.

This class contains positions whose incumbents are delegated on a regular and recurring basis full authority to integrate and coordinate a group of dissimilar functions, all contributing to a common objective. Positions in these classes are held accountable for the work performance of subordinate supervisors, lead workers and other staff. This level of work interprets and explains individual and collective objectives set by senior management from overall goals to subordinate staff.

EXAMPLES OF WORK (Illustrative Only):

(The list of duties is intended to be representative of the duties performed in positions within this classification. It does not include all the duties that may be assigned to a position and is not necessarily descriptive of any one position in this class.)

Plans, organizes, coordinates and controls the work unit's operations/programs to establish operational priorities, coordinate these operations with other functions within the agency, and ensure program objectives and standards are established, attained and congruent with overall goals.

Determines and requests/submits staff, material and equipment needs for managed operations/programs managed.

Contributes to the formulation and justification of budgetary requests for the agency as a whole.

Determines performance evaluation standards and procedures to provide information to subordinate staff on individual work performance expectations to ensure complete and objective appraisal of subordinates' performance.

Develops and directs the implementation of operational plans pertinent to managed operations/programs to ensure the establishment of appropriate goals and the development of action steps to achieve these goals.

Develops and recommends new and revised statutes, rules, policies, and procedures to respond to changes in operational/program needs, objectives, and priorities and to improve the effectiveness of managed operations/programs.

Responsible for swearing in and administering oath of office to new city employees.

Certifies all city contracts, elections, copies of ordinances, records and official documents.

Oversees the preparation of the City Journal and generates revenue from sales.

Oversees the preparation of the budget and monitors expenses.

Develops partnerships with government agencies and customers.

Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Data Utilization:

Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.

Human Interaction:

Requires the ability to provide first line supervision. Ability to persuade, convince, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.

Equipment, Machinery, Tools and Materials Use:

Requires the ability to start, stop, operate and monitor functioning equipment such as a personal computer, calculator and/or materials used in performing essential functions.

Verbal Aptitude:

Requires the ability to utilize a variety of advisory data and information such as department budgets, annual reports, proclamations, performance appraisals, code and ordinances, and non-routine correspondence.

Mathematical Aptitude:

Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages and decimals.

Functional Reasoning:

Requires the ability to apply principles of influence systems such as supervision, managing, leading, teaching, directing, planning, coordinating and controlling. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

Situational Reasoning:

Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental and/or subjective criteria, as opposed to criteria that are clearly measurable or verifiable.

Environmental Factors:

Work is normally performed in an office environment under generally safe and comfortable conditions where exposure to disease and irate individuals poses a very limited risk of injury.

Physical Requirements:

Requires the ability to lift, carry, push and pull objects and materials of moderate weight, twelve to twenty pounds, such as bundles of City Journals.

Tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of stooping or crouching to lift bundles.

Sensory Requirements:

Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes, and sounds, associated with job-related objects, materials and tasks, such as proofing the City Journal.

EDUCATION AND EXPERIENCE STATEMENT:

High school diploma or equivalent with one to two years supervisory experience and knowledge of city government or any combination of education and experience that provides equivalent knowledge, skills and abilities.

SPECIAL REQUIREMENTS:

None.

The City of St. Louis is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of St. Louis will provide reasonable accommodations to qualified

individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.