



CITY OF LA CROSSE COUNCIL LEGISLATION

CAPTION:

Resolution authorizing the creation of and funding of the position of Council Attendant-Standing Committee.

REFERRAL ROUTE:

Finance & Personnel

ACTIONS AND DATES: (for Clerk's Office use only)

DRAFTED BY:

Wendy K. Oestreich, Director of Human Resources

REQUESTED BY:

Mayor Tim Kabat

INTRODUCED BY:

Mayor Tim Kabat

RESOLUTION

WHEREAS, Resolution 13-0100 eliminated the position of Secretary for the standing committee of the Council, and

WHEREAS, said resolution requires city staff to perform the work, and

WHEREAS, the creation of a new position of Council Attendant – Standing Committees is necessary.

NOW, THEREFORE, BE IT RESOLVED, that the position title, job description and compensation listed below is hereby approved as follows:

One (1) part-time position of Council Attendant – Standing Committees be added to the table of operating budget of the Common Council, to be paid a monthly rate of \$140.00 .

BE IT FURTHER RESOLVED that the Director of Finance and the Director of Human Resources are hereby authorized to take any and all steps necessary to effectuate this resolution.

BE IT FURTHER RESOLVED that the position is approved effective August 1, 2013, and that there is hereby appropriated the sum of \$810.00 from the contingent fund for the balance of 2013.

BE IT FURTHER RESOLVED that future funding shall be placed in future common council operating budgets.

The City of La Crosse Position Description

Position Title:	Council Attendant – Standing Committees	Reports To:	Council President & Mayor
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Purpose of Position

The purpose of this position is to perform recordkeeping and administrative tasks for Council Committees, which may include confidential information. The work is performed under the direction of the Council President and Mayor.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Registers public speakers for the regular and special meetings of the Judiciary and Administration Committee and the Finance and Personnel Committee.

Provides general instructions to the public regarding council rules.

Records committee motions, amendments and special notes.

Places documentation of records on Chairman's desk at the closing of the Committee.

Maintains confidentiality of confidential matters conducted in closed sessions.

Must be available to attend all regular and special meetings of the Judiciary and Administration Committee and the Finance and Personnel Committee.

Minimum Training and Experience Required to Perform Essential Job Functions

Knowledge of council procedures preferred. Ability to deal with the public in a professional manner. Effective listening skills and legible handwriting is required.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

Ability to record and transcribe data and information.

Ability to advise and provide interpretation to others on how to apply procedures and standards specific to the Standing Committees.

Ability to utilize a variety of advisory data and information such as resolutions, committee agendas, and public speaker forms.

Ability to communicate orally and in writing with all committee members, city employees, and the general public.

Judgment and Situational Reasoning Ability

Ability to use functional reasoning in performing influence functions such as leading, teaching and controlling.

Ability to exercise judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria, as opposed to criteria which are clearly measurable.

Physical Requirements

Ability to operate a variety of office equipment including computer terminal, typewriter, telephone, fax machine, calculator/adding machine and photocopier.

Ability to coordinate eyes, hands, feet and limbs in performing movements requiring skill and training, such as data entry.

Ability to exert light physical effort in sedentary to light work, but which may involve some stooping, lifting, carrying, pushing and pulling.

Ability to sustain prolonged visual concentration.

Environmental Adaptability

Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as, irate individuals and intimidation may cause discomfort and poses a limited risk of injury.

The City of La Crosse is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.