



City of Wells

Job Description

JOB TITLE: Part-Time Office Specialist		Department: City Hall	
REPORTS TO: City Administrator		SUPERVISES:	FLSA STATUS: Nonexempt
EFFECTIVE DATE: ASAP			

POSITION SUMMARY

Under limited supervision, this position provides customer service at City Hall and performs a variety of administrative duties, including motor vehicle, driver's license, and DNR services.

Schedule: Flexible Part-Time Position

Hours will vary based on staffing needs and employee absences. This position does not have a regular weekly schedule. The successful candidate will primarily provide coverage for vacations, appointments, sick leave, and other planned or unplanned absences within City Hall and the Deputy Registrar's Office.

Beginning this fall, the position will provide increased and more consistent hours for approximately 12 weeks to cover a maternity leave. Following that period, hours will return to an as-needed basis to provide coverage throughout the year.

Candidates must have a flexible schedule and be available to work weekdays as needed, with advance notice provided whenever possible. While many shifts will be scheduled in advance, occasional short-notice coverage may be required. Normal operating hours are Monday through Friday, 7:30 a.m. to 4:00 p.m. Hours will fluctuate throughout the year based on operational needs and staff availability, and there is no guarantee of a minimum number of hours per week.

Compensation and Benefits:

Hourly wage: \$17.00–\$24.00 per hour, based on the City's approved compensation plan and applicable experience.

This is a part-time, as-needed position with no guarantee of a minimum number of hours. The position is not eligible for the City's full-time employee benefits package. Employees may become eligible to participate in the Public Employees Retirement Association (PERA) if they meet applicable eligibility requirements. Minnesota Earned Sick and Safe Time (ESST) and Paid Family and Medical Leave (PFML) benefits are provided in accordance with state law.

JOB DUTIES OR ESSENTIAL FUNCTIONS

The essential functions of the position include, but are not limited to the following:

- Performs office administrative duties, including answering incoming telephone calls, copying, and filing; prepares and administers correspondence; greets customers; and provides customer assistance.
- Assists customers with motor vehicle and driver's license transactions, including state title transfers and registration renewals.
- Prepares a summary of the accounts receivable report, and daily bank deposits.
- Processes DNR transfers, registration renewals; and city permits, including dumpster, golf cart, burn permits and pet registrations.
- Assists with registrations for park and recreation programs; and takes reservations for the community center, golf club house and park shelters.
- Creates pool and theater passes and processes payment for program passes.
- Takes payment for parking and snow removal tickets.
- Contributes with the development of newsletters, mailings, website and social media accounts.
- Maintains vending machine inventory.
- Performs other duties as assigned.

This position may encounter non-public data in the course of these duties. Any access to not public data should be strictly limited to accessing the data that is necessary to perform the duties. While data is being accessed, this position should take reasonable measures to ensure the non-public data is not accessed by individuals without a work reason. Once the work reason to access the data is reasonably finished, this position must properly store the non-public data.

MINIMUM QUALIFICATIONS

To perform this position successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the formal education, experience and training required.

Education

High school diploma or equivalent

Experience

Computer or general office experience

Ability to work with the public efficiently in a pleasant manner

Basic math skills

Training, Certificates, and Licenses

No prior Deputy Registrar experience is required. The City will provide on-the-job training and assist the successful candidate in obtaining the required Driver and Vehicle Services Title and Registration Certification.

DESIRED QUALIFICATIONS

The requirements listed below are representative of the formal education, experience and training preferred to exceptionally perform all the functions of this position.

Experience

Two (2) years of experience of general city government office administration.

Training, Certificates, and Licenses

- Driver and Vehicle Services Title and Registration Certification

The above statements are intended to describe the general nature and level of work being performed by individuals employed in this job. They are not intended to be an exhaustive list of all duties and qualifications required of personnel in this job. The employer may and reserves its right to change the job description and establish, modify or eliminate job duties and responsibilities and jobs at its discretion with or without notice.

REVIEW

I acknowledge reviewing this job description.

Employee

I acknowledge reviewing and approving this job description.

Date

Department Head

Date

City Administrator

Date