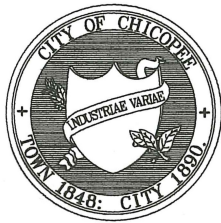


NO. 24-72

Pg 72
MD-3



CITY OF CHICOPEE
MASSACHUSETTS
CITY CLERK'S OFFICE
CITY OF CHICOPEE
2024 FEB 28 P 3: 30

MARCH 7, 2024

BE IT ORDAINED THAT CHAPTER 7 OF THE ORDINANCES FOR THE CITY OF CHICOPEE AS AMENDED BE AND IS HEREBY FURTHER AMENDED BY INSERTING THE FOLLOWING:

OFFICE OF THE CITY COUNCIL (GROUP 2)

c. PART-TIME CLERK \$ 18,258.24 (Grade 4 @ 19 hrs. per/week)

TO BE OPERATIVE UPON PASSAGE

Introduced by Councilor

Recommended by D J Vein Mayor

City Council Action: 3/7/24: Motion made by Councilor Courchesne to suspend Rule #30 for passage this evening. Receive, enrolled and ordained. Motion passed through all stages by a unanimous roll call vote.

Presented to the Mayor for approval MAR 12 2024 Date

Approved 3-13-24 D J Vein Mayor

Returned to City Clerk MAR 13 2024 Attest [Signature] City Clerk
Date

Frank N. Laflamme
President
City Councilor At-Large
City Council

CITY OF CHICOPEE

February 20, 2024

Mayor John L. Vieau
City Hall
17 Springfield Street
Chicopee, MA 01013

Dear Mayor Vieau:

This letter serves as a request to create a flexible 19 hour per week Part-Time Clerk position in the City Council Office.

The workload in the office has in recent years increased due to changes to the Open Meeting Law and additional work associated with the number of petitioners seeking permits and various applications. The new position will alleviate some of the work that the current staff is responsible for accomplishing on a daily basis. As you are aware, the office has deadlines and timeframes to accomplish its tasks which then prevents them from assisting Councilors and the public with their requests. Also, this position would be available to cover the office in the rare event that both staff members are out at the same time. The Council feels very strongly that the office must remain open during operating hours for the public.

Thank you for your consideration of this very important matter. Please do not hesitate to contact me should you have any questions or concerns.

Sincerely,



Frank N. Laflamme
President, City Council



City Hall - 274 Front Street – Chicopee, Massachusetts 01013
Tel.: (413) 594-1435 – Fax (413) 594-1438 E-Mail

flaflamme@chicopeema.gov



FEB 26 2024



City of Chicopee Job Description

Job Title:	Part-Time Clerk
Department:	City Council Office
Salary:	Step 2 Grade 4 \$18.48 per hour (Non-Union Pay Scale)
Status:	Part-Time (19 hours per week varied schedule)
Reports to:	President, City Council & City Councilors
Updated:	February 2024

SUMMARY:

Under supervision, this position is the part-time clerical support to the City Council Office responsible for customer service, maintain computer record files, support to the City Council, support to the City Council staff, attends evening meetings, prepares minutes of meetings, proper and legal mailings within a proper time frame, prepares hearings in accordance with Massachusetts General Law, prepares agenda orders, ordinances and committee reports, and any other office and/or clerical duties as needed for the City Council Office. This is a 19-hour (varied schedule) work week position.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The omission of specific statements of duties does not exclude them from the position if the work is similar, related to or a logical assignment to the position. Other duties may be assigned.

- Prepares and/or assists in preparation of correspondence, reports, orders, committee reports, for the City Council and may assist as needed.
- Provides customer service on phone and in person for all City Council related issues.
- Assists staff with customer service to help with office workload distribution.
- Assists with office supply inventory and ordering.
- Assists with incoming calls and inquiries
- Assists with inquiries in person from public or City departments
- Assists Council with preparation of letters, memos, and general research upon their request
- Assists with posting meeting of the City Council in accordance with Open Meeting Laws
- Attends and records sub-committee meetings at night
- Prepares minutes
- Assists with process of various applications
- Works on assigned tasks by the City Council
- Assists with payroll entry
- Works closely with other City departments
- Prepares hearings in accordance with the Open Meeting Laws
- Prepares City Council orders for City Council meetings
- Prepares meetings schedules for City Council
- Collects filing fees
- Assists with mailing abutters notices
- Assists with preparing legal notices for various applications

- **Job Title:** Part-Time Clerk
- **Grade:** Step 2 Grade 4 Non-Union Pay Scale
- **Department:** City Council Office

- Ability to work well with the public in person and over the telephone
- Assist with scheduling City Council subcommittee meetings
- Updates City Council webpage
- Assists with all aspects of the City Council Office.
- Uses individual judgement to prioritize work tasks to completion.
- Completes assigned duties/projects in a timely manner with a high degree of precision and accuracy.
- Abides by City of Chicopee Health and Safety policies and procedures.

DEGREE OF SUPERVISION:

Supervisory Received:

This position is given direction by the President of the City Council and City Councilors

COMPETENCIES:

To perform the job successfully, an individual should demonstrate the following competencies.

- **Problem Solving:** Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
- **Customer Service:** Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.
- **Ethics:** Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- **Written communication:** Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs.
- **Teamwork:** Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team morale; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
- **Attendance/Punctuality:** Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- **Organizational Support:** Follows policies and procedures; Completes administrative tasks correctly and on time; supports organization's goals and values.

Job Title: Part-Time Clerk
Grade: Step 2 Grade 4 Non-Union Pay Scale
Department: City Council Office

Page 3

- **Dependability:** Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Completes tasks on time or notifies appropriate person with an alternate plan.
- **Innovation:** Displays original thinking and creativity; Meets challenges with resourcefulness;
- Ability to compose, type and proofread work.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

High School diploma or equivalent level of education (HiSet/GED) with a minimum of two (2) years related experience and/or training.

Demonstrated knowledge of customer service

Working knowledge of all Microsoft Office programs

General knowledge of business office processes

General knowledge of Massachusetts Open Meeting Law

Additional Information:

- Municipal and government experience is beneficial
- An equivalent combination of education and experience will be considered

Language Skills:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers and other employees of the organization.

Mathematical Skills:

Ability to calculate figures and amounts such as payment and cost amounts, interest, and percentages.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills:

To perform this job successfully, an individual must have knowledge of Windows, Microsoft Word and Excel. Knowledge of City's MUNIS/Enterprise ERP system strongly preferred.

Job Title: Part-Time Clerk
Grade: Step 2 Grade 4 Non-Union Pay Scale
Department: City Council Office

Page 4

Physical Demands:

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, employee is occasionally required to stand; walk; sit; reach with hands and arms and talk or hear. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.