

State College Borough Clerk, Community Engagement Job Description



REPORTS TO: Community Engagement Manager
ROLE & LEVEL: A2

DEPARTMENT: Community Engagement
FLSA STATUS: Non-exempt

WORK OBJECTIVE:

The Community Engagement Clerk performs clerical and support functions as for the Community Engagement Manager. This part-time position involves regular contact with the public and requires a great deal of coordination with community stakeholder groups and individuals. This position supports the activities of coordinating and maintaining the collaborative efforts between State College Borough and Penn State University (PSU) to assist students in becoming engaged in community life, ensure that neighborhoods adjacent to the Penn State campus are stable and vibrant places for all residents, and improve the connections between the community, the Borough and residents. Work is performed under close supervision with minimal latitude for the use of initiative and independent judgment.

EXAMPLES OF ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Assist in the preparation of general correspondence, send and respond to requests and invitations as well as coordinate and schedule appointments and events in connection with the Community Engagement Office.
- Screen incoming emails and written correspondences and prepares drafted outgoing responses.
- Coordinates meeting and event logistical details to include: scheduling speakers and participants; coordinating and monitoring event timelines and ensuring deadlines are met; securing sponsorships as needed; preparing and sending invitations, documents and flyers; and assisting with event follow-up activity,
- Attends and assists with set-up and clean-up for selected events.
- Enters event data and maintains various databases.
- Drafts, edits and proofreads to ensure accuracy of various letters, publications, and correspondences before distributing.
- Assists with other related duties as required

Supervision:

- None

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KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have the ability to communicate effectively, accurately, and intelligently, both orally and in writing. Must possess good grammatical and proofreading skills.
- Articulate a genuine appreciation and communication skills necessary in working effectively with diverse audiences.
- Requires good knowledge of standard office software including good computer skills and experience in using MS Outlook, Word, Excel, PowerPoint, and Publisher as well as the ability to use them effectively in producing the work generated in the office.
- Ability to respond to telephone calls and visitors, solving problems and listening responsively, often articulating policy and referring the customer to the appropriate department if needed.
- Ability to attend to several tasks simultaneously and shift gears quickly and easily when interrupted.
- Ability to organize documents, information, data, and materials and retrieve them readily as needed.
- Ability to coordinate for large events which may include facility, food, invitees, guests and activities involved with the event.
- Ability to prioritize tasks and meet established deadlines

MINIMUM QUALIFICATIONS:

High school diploma or GED; supplemented by some customer service and administrative experience; or an equivalent combination of education, certification, training, and/or experience.

In addition to meeting the minimum qualifications listed above, an individual must be able to perform each of the established essential functions in order to perform this job successfully.

PREFERRED QUALIFICATIONS:

- None

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PHYSICAL REQUIREMENTS:

Depending on functional area of assignment, tasks involve the ability to exert light physical effort in sedentary to light work, which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 20 pounds). Tasks may involve extended periods of time at a keyboard or work station and extended periods of time standing and/or walking.

ENVIRONMENTAL REQUIREMENTS:

Tasks are regularly performed inside without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

SENSORY REQUIREMENTS:

Tasks require sound and visual perception and discrimination. Tasks require oral communications ability.

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The job description does not constitute an employment agreement between State College Borough and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

State College Borough is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, State College Borough provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Name (print)

Supervisor's Name (print)

Employee Signature

Supervisor's Signature

Date

Date