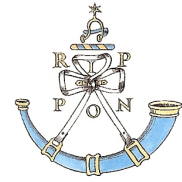


Ripon City Council



JOB DESCRIPTION

1. IDENTIFYING FACTS

Post Title: Deputy Clerk

Reports to: Clerk of the Council

2. JOB PURPOSES

Under the direction of the Clerk of the Council provides a range of administrative support services for Ripon City Council, its Committees and Working Groups, including attendance at meetings.

Has responsibility for planning, organising and providing support for the Mayor in the performance of his/her civic duties and for all administrative arrangements relating to civic functions throughout the Council.

To deputise for the Clerk in the Clerk's absence in all aspects as required.

3. JOB ACTIVITIES

Committee and General Administrative Support

- 3.1 Assists the Clerk of the Council with the organisation and administration of Council meetings, including its Committees and Working Groups.
- 3.2 With the Clerk, provides advice, to Councillors and the public, on Committee procedures and provides any relevant background information as required.
- 3.3 With the Clerk, is responsible for circulating Agendas, Minutes and associated papers.
- 3.4 In the absence of the Clerk is responsible for the management of the office.
- 3.5 In absence of the Clerk, manages Council meetings and various Committees and Working Groups including the taking of minutes and responsibility for work arising from those meetings including all related correspondence.
- 3.6 As requested, prepares reports for Council and its Committees and Working Groups, and organises the schedule of meetings for members.
- 3.7 Undertakes research and analysis of information and co-ordinates any research requested on behalf of the Clerk of the Council or Members of the Council. This involves keeping up-to-date on current activities affecting Ripon City Council in order to be able to deal effectively and efficiently with enquiries both from Members of the Council and members of the public.
- 3.8 Provides general administrative support to the Clerk and the Council and its Committees and Working Groups, including attendance at meetings. Deals with correspondence, sending out invitations, collating replies and booking of rooms.

- 3.9 Assists the Clerk of the Council in all necessary duties regarding the planning of events and attends events as required.
- 3.10 With the Clerk, receives correspondence, and takes appropriate action.
- 3.11 Responsible for organising Town Council's filing system, ensuring information contained is secure at all times.
- 3.12 Liaises with Harrogate Borough Council over room use and hire at Ripon Town Hall.
- 3.13 Responsible for ordering office stationery, postage and equipment and researching purchase of new office equipment.
- 3.14 Responsible for updating the council website, and liaise with IT Consultants over matters relating to computers and software.
- 3.15 Prepares accounts information for the clerk including the paying any monies received into bank as requested by the Clerk of the Council.
- 3.16 Responsible for the bookings and all aspects of Hugh Ripley Hall including its Committee.
- 3.17 Other related duties as assigned.

Mayoral/Civic Administration

- 3.18 Organises the Mayor's activities and civic duties and has responsibility for dealing with routine enquiries and correspondence. Uses own discretion to redirect correspondence, telephone calls and personal visits where appropriate.
- 3.19 Responsible for planning and co-ordinating all activities associated with the City Council's Mayoral function and civic administration.
- 3.20 With the Clerk, includes organising events for large numbers of people, i.e. Mayor Making and Mayoral Installation, Battle of Britain, Remembrance Sunday and New Year's Eve Civic Events plus Civic Church Services. Issues invitations, organises seating plans, advises on protocol and on all related administrative matters and deals with any problems arising to ensure all Mayoral functions run smoothly. Responsible for sourcing and purchasing civic regalia and arranging for its engraving.
- 3.21 Receives all requests by correspondence, personal visitors, telephone, for the Mayor/Deputy Mayor's attendance at a wide range of functions. Liaises with the Mayor/Deputy to decide which functions should be attended.
- 3.21 Liaises with Harrogate Borough Council's Mayor's Secretary and their Media Officer regarding joint events. Also liaises with other Town Councils in the Harrogate District to ensure dates of civic functions do not clash.
- 3.22 Updates the civic list and records relating to local organisations and contacts.

Supervisory and Managerial Responsibility

- 3.23 Delegates to, and in the absence of the Clerk, supervises other members of staff.