



MARCH 2016
FLSA: NON-EXEMPT

DEPUTY CITY CLERK

DEFINITION

Under general supervision, serves as principal assistant to the City Clerk; provides general administrative support, often of a confidential nature, to the City Manager and City Attorney; assists in the organization of City Council and other public meetings; assists in the conduct of municipal elections; prepares, records, files, and retrieves documents and records; records and transcribes meeting proceedings; serves as acting City Clerk in the latter's absence; performs other duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the City Clerk. Exercises no supervision over staff.

CLASS CHARACTERISTICS

The Deputy City Clerk is a single position class responsible for assisting the City Clerk in administration of the City Clerk Department operations. As experience is gained, assignments will become more varied and provide an opportunity to learn the various functions of the City Clerk Department. It is distinguished from the City Clerk, in that the City Clerk is primarily responsible for the day-to-day management of the operations and supervision of staff as well as overall responsibility for the department. The incumbent is accountable for accomplishing goals and objectives for the office and for furthering City goals and objectives within general policy guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assists in the development and implementation of the Department's goals, objectives, policies, procedures, and work standards.
- Performs follow-up activities resulting from Council meetings, including preparing and distributing minutes, ensuring that resolutions and ordinances are in proper format and notarized, tracking committee and commission actions, and preparing letters of acceptance or rejection.
- Performs complex and specialized administrative support and project oversight to staff related to divisional activities.
- Recommends and coordinates the maintenance of computerized applications and systems; maintains the centralized records management system, archives, and records retention.
- Researches public records and provides information to the public and staff members concerning City Council actions, laws, ordinances, codes, procedures and projects; independently composes responses to requests for information.
- Compiles agenda items for City Council meetings; prepares and distributes agenda packets; summarizes and publishes agenda information.

- Indexes, processes, copies, distributes, files and certifies copies of ordinances, resolutions, official minutes and other public records; maintains and updates Municipal Code books.
- Prepares and publishes legal and public notices in coordination with City Departments.
- In the absence of the City Clerk, performs the City Clerk duties, such as attend meetings, writes agenda reports, takes and prepares minutes.
- Assists the City Clerk in the administration and conduct of municipal elections.
- Assists in the development and preparation of the annual budget and monitor expenditures throughout the year.
- Provides Notary Public services for City legal requirements.
- Updates the City Council/City Clerk web page.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, and procedures related to public agency record keeping and the City Clerk function.
- Automated and manual records management principles and practices, including legal requirements for recording, retention, storage, and disclosure.
- Organization and function of public agencies, including the role of an elected City Council and appointed boards and commissions.
- Applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility, including Public Records Act, the Freedom of Information Act, and the Brown Act, FPPC procedures and regulations, and election laws and procedures.
- A variety of public documents including contracts and ordinances.
- Municipal elections processes and procedures.
- Business letter writing and the standard format for reports and correspondence.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, various business, professional, educational, and regulatory organizations, and the public.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Ability to:

- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Participate in the preparation of department budget, including gathering and analyzing data related to expenditures and projected charges and monitoring budget expenditures and revenues.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Maintain confidentiality and be discreet in handling and processing confidential information and data.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local laws, rules, regulations, policies, and procedures.

- Develop, plan, coordinate, and implement records management program suited to the needs of the City and in compliance with Federal, State, and local laws, rules, and regulations.
- Prepare official minutes, resolutions, and ordinances.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Compose correspondence and reports independently or from brief instructions.
- Research, analyze, and summarize data and prepare accurate and logical written reports.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate office equipment and computer applications related to the work.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade and five (5) years of increasingly responsible administrative experience with varied clerical, public contact and technical office management work.

Licenses and Certifications:

- Ability to obtain certification as a Certified Municipal Clerk (CMC) after three years of employment.
- Ability to obtain a Notary Public certification and Passport Acceptance Agency status.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Must be able to work in evenings.