

DEPUTY CITY CLERK

Approved: July 2016

FLSA: Exempt

Unit: SEIU



Definition
Under general direction, provides administrative and program support to the City Clerk in the preparation of City Council agendas, minutes, actions, ordinances, and resolutions, in the maintenance of official documents and records, in the administration of City elections, and in overseeing the day-to-day activities, services, and operations of the City Clerk's function; provides varied technical, complex, specialized, and confidential office administrative support to the City Clerk and other City departments as assigned; coordinates assigned activities with those of other City departments; acts for the City Clerk on a relief basis; and performs related work as required.
Supervision received and exercised
Receives general direction from the City Clerk. Exercises no supervision of staff.
Class characteristics
This is a single-position classification that is responsible for the administration and daily operations of the City Clerk's Office functions and activities, under the direction of the City Clerk. This classification performs a variety of administrative duties, including assisting in the development of City Council agendas, administration of filings, records management, assisting with municipal elections, and coordinating with other City departments. The nature, scope, and diversity of responsibilities of this classification require a broad understanding of City functions and the capability of relieving the City Clerk of day-to-day office administrative and coordinative duties, as well as fulfilling some of the duties of the City Clerk in the latter's absence.
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. <ul style="list-style-type: none">• Assists in overseeing and performing functions of the day-to-day operations of the City Clerk's office, including the maintenance of administrative files, resolutions, ordinances, contracts, agreements, deeds, annexations, and other official documents; performs mandated and other City Clerk duties in the absence of the City Clerk.• Participates in the development and implementation of goals, objectives, policies, and priorities for departmental programs; recommends and administers policies and procedures.• Assists in planning, implementing, and managing the City's records management program; sets and ensures legal compliance with retention schedules for City records; develops and updates records retention policies and procedures.• Ensures compliance with the Public Records Act, the Freedom of Information Act, and the Brown Act; reviews and monitors legal requests for records; ensures that all public records are open to inspection at all times during office hours and that every person's right to inspect any public record of the City is upheld.• Assists with preparation of City Council meeting agendas and tentative agendas and meeting calendars; assists in the assembly and distribution of agenda packets; attends meetings; takes and prepares meeting minutes; prepares Council packets and approved resolutions, ordinances, and meeting minutes for archiving.• Oversees the preparation, receipt, review, and processing of various reports and records.• Provides assistance to the public and City staff by helping to identify records and information relevant to requests; ensures timely response to all requests and communicates in writing with any requestor in cases of unusual requests that may cause delays in obtaining all requested information; justifies any nondisclosure and/or ensures deletion of any portions that are exempt from the mandate of the Public Records Act.• Performs complex records management activities, including assigning record codes to documents, imaging and/or filing, storage, and destroying City records.• Assists in planning and conducting City municipal elections as required by state law; participates in all election events.• Organizes, administers, maintains, and monitors all required Fair Political Practices Commission (FPPC) filings and election campaign disclosure statements.• Assists the City Clerk and commission liaisons with commission recruitments, orientations, and general guidance and support.• Administers oaths of office.• Coordinates and integrates program services and activities with other agencies and City departments.• Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.

- Provides first-line customer support for the City Clerk's, City Council's, and City Manager's Offices; receives, investigates, and responds to difficult and sensitive problems and inquiries in a professional manner; researches information; identifies and reports findings and takes necessary corrective action.
- Provides administrative support to the Mayor and City Council members; assists in providing administrative support to the City Manager, Assistant City Manager, and other executive staff.
- Composes, types, edits, and proofreads a variety of complex documents, including forms, memos, administrative, statistical, financial, and staff reports, and correspondence for department staff from rough draft, dictation equipment, handwritten copy, verbal instructions, or from other material using a computer; checks and proofreads draft documents for punctuation, spelling, and grammar; makes or suggests corrections.
- Updates City Clerk and Commission websites.
- Acts for the City Clerk in his/her absence.
- 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.
- 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 supplemented by college-level coursework and/or specialized secretarial training.

- Four (4) years of increasingly responsible secretarial or administrative experience in a municipal government agency, preferably within a City Clerk's office.

Licenses and certifications

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

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.