

DEPUTY CITY CLERK

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities that are associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

DEFINITION:

Under direction, performs a variety of highly responsible, confidential and complex administrative support for the City Clerk, City Manager, Mayor, and City Council; performs professional administrative and technical duties in providing staff assistance to a City department; performs records management duties; assists with municipal elections; customer support; and performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Deputy City Clerk** is the journey level class responsible for assisting the City Clerk and City Manager in official document recording and retention, production and publication of agendas, and minutes for the public City meetings, as well as assisting in the enforcement of laws and regulations pertaining to municipal elections. The incumbent also provides administrative support to the City Council, City Manager's Office and performs special projects. This classification is distinguished from the next higher classification of City Clerk in that the latter is responsible for the most complex professional duties.

SUPERVISION RECEIVED/EXERCISED:

Receives direction from the City Clerk. Incumbents in this position do not routinely exercise supervision.

ESSENTIAL FUNCTIONS: *(include, but are not limited to the following)*

- Performs highly responsible administrative support duties of a complex legal nature for the City Council in the office of the City Manager; performs records management duties; assists with municipal elections.
- Attends public City meetings as needed; records minutes during City Council and other various public meetings; drafts agendas and assembles agenda packets.
- Assists the public at the counter and over the phone; processes mail; responds to sensitive requests for information and assistance; promptly responds to and resolves citizen concerns, questions and complaints; represents the City to all callers and visitors in a professional and customer friendly manner.
- Responds to requests for documents under the Public Records Act;
- Helps to plan, organize, direct, and participate in the work involved in maintaining official City documents and records, including but not limited to agendas, minutes, ordinances, resolutions, contracts, agreements, deeds, and other legal documents and official records of the City Council.

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- Oversees a variety of special projects for the City Manager's Office; prepares a wide variety of reports, ordinances, resolutions, procedures, and conducts policy and legislative analysis
- Prepares and processes correspondence and routine administrative reports; responds to inquiries from management, staff, and the general public regarding matters pertaining to City Council legislative actions and/or related information retained in the Office of the City Manager.
- Ensures compliance with government codes for records retention and destruction; maintains index of legislative history and official records; assists with preparation of record retention schedules; administers the storage, retrieval and destruction of documents under the supervision of the Office of the City Manager; directs and participates in file research and document certification; assists in and oversees the maintenance of administrative files, including City and Successor Agency legal documents, archival materials, resolutions, ordinances, minutes, agreements, contracts, deeds, and annexations.
- Recommends and administers policies and procedures; coordinates with other departments to maintain City-wide fee and bail schedules.
- Compiles, organizes, and interprets data; writes reports; prepares correspondence; processes and tracks claims for damage against the City.
- Administers the Rent Control Program for mobile home parks; prepares all reports and non-invoice correspondence related to the Rent Control Program, provides Administrative Services department with information for cost calculation and invoice preparation.
- Assists the City Manager's Office in planning and conduction of Municipal elections; maintains election records and campaign disclosure statements and candidate filings; maintains and facilitates statements of economic interests for all elected officials and designated employees as required by the Fair Political Practices Commission; coordinates the Honorary Mayor Program.
- Demonstrates an understanding of applicable policies, procedures, and work methods associated with assigned duties;
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public, assists with regional or local event organizing for the City Council/City Manager's Office.
- Assists the City Clerk with public information management, including preparing press releases and public statements, maintaining public information on the City's public access channel and assisting with information maintenance and coordination on the City's websites, social media, and physical media.

KNOWLEDGE/SKILLS/ABILITIES: *(The following are a representative sample of the KSA's necessary to perform essential duties of the position.)*

Knowledge of: Principles, practices, and techniques of municipal records management and legislative processes; modern administrative, secretarial, and complex support functions; basic principles of mathematics; applicable federal, state and local laws, codes, and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling, and grammar; occupational

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hazards and standard safety practices.

Ability to: Provide information and organize material in compliance with laws, regulations, policies, and procedures; develop effective working relationships with elected officials and the public; handle multiple deadlines and multiple projects; collect, compile, and analyze data, initiate and compose reports and correspondence; establish and maintain comprehensive computerized and manual files and records systems; attend evening or weekend meetings as required; perform mathematical calculations quickly and accurately; interpret, explain, and apply applicable laws, codes, and regulations; read, interpret, and record data accurately; organize, prioritize, and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to: Operate standard office equipment, including an office computer and a variety of word processing and software applications; operate a variety of computerized record keeping systems.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience: Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for a **Deputy City Clerk**. A typical way of obtaining the required qualifications is to possess the equivalent of four years of responsible administrative and technical experience, two years of which included city clerk-related responsibilities, and a bachelor's degree in business, public administration or a related field.

License/Certificate: Possession of, or the ability to obtain, a valid Class C California driver's license. Certification from the International Institute of Municipal Clerks as a Certified Municipal Clerk and/or a Master Municipal Clerk is desirable.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near and far vision in reading correspondence and statistical data and using a computer. Acute hearing is required when providing phone and personal service. The need to lift, drag, and push files, paper and documents weighing up to 25 pounds, as well as speech sufficient to communicate in group settings without the aid of a microphone, is also required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

FLSA: EXEMPT