



MAY 2019
FLSA: NON-EXEMPT

DEPUTY CITY CLERK

DEFINITION

Under the supervision of the City Clerk, provides responsible administrative support in the City Clerk's Office regarding maintenance of official City documents and records, and the execution of official functions and activities; performs para-professional work involved in the development, coordination and execution of administrative operational activities of the City Clerk's Office; performs a variety of administrative and office support duties of considerable complexity; provides support to the City Clerk and City Administrator and related management, professional, and supervisory staff; performs technical support work; may provide lead direction and/or training to a small office support staff on a project or day-to-day basis; provides information to the public and staff; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the City Clerk and/or City Administrator.

CLASS CHARACTERISTICS

This is a single position classification. It is distinguished from other administrative support classes in that the incumbent is responsible for the execution of official functions of the City Clerk's office and provides highly sensitive support to the City Clerk and City Administrator.

Incumbents in this class perform para-professional specialization in municipal code and records administration and have responsibility for participating in the administration of municipal clerk functions, and for oversight of assigned functions and services of the City Clerk's Office, including exercising City Clerk signatory authority as assigned. Incumbents in this class also perform complex administrative and office support duties, including taking and transcribing meeting minutes and assisting in department-related projects and programs. Incumbents in this position must exercise a high degree of independent judgment, tact, and initiative.

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 overall coordination of City Clerk functions and activities; oversees assigned functions and services of the City Clerk's Office.
- Performs demanding and important document production and data organization through the use of personal computers and a variety of other office equipment.
- Prepares a variety of written materials including minutes, reports, and correspondence that are complex, technical and/or sensitive.

- Participates in compilation of agendas for the City Council and other bodies; prepares and distributes agenda packets; arranges for necessary set-up and materials to be available at meetings; attends meetings, acts as meeting and/or committee secretary, prepares minutes; follows-up on decisions as required.
- Assists in arranging and conducting City elections, including coordinating the distribution and collection of the Fair Political Practices Commission forms and statements.
- Under the supervision of the City Clerk, administers the City's business tax program.
- Provides information to and responds to answers inquiries from officials, the public, and City staff on laws, procedures, and policies, such as the City Municipal Code, the Brown Act, the Political Reform Act, the Public Records Act, and the Election Code.
- Attends to a variety of office administrative details, such as keeping informed of departmental activities, transmitting information, processing contracts and agreements, arranging for equipment purchase and maintenance, attending meetings, and serving on various task forces and committees.
- Maintains a calendar and coordinates the schedule of department staff with those of members of boards, commissions, and committees, other City management staff, representatives of other organizations, and the public; makes travel arrangements as required.
- Organizes and carries out administrative assignments; researches, compiles, and organizes information and data from various sources on a variety of specialized topics related to programs in assigned area; checks and tabulates standard mathematical or statistical data; prepares, updates and assembles a variety of periodic and special narrative reports, manuals, articles, announcements, and other informational materials.
- Composes, types, edits, and proofreads a variety of complex documents, including forms, memos, administrative, statistical, financial, and agenda reports, and correspondence for department staff from rough draft, dictated recordings, handwritten copy, verbal instructions, or from other material using a computer; inputs and retrieves data and text using a computer terminal; checks draft documents for punctuation, spelling, and grammar; makes or suggests corrections.
- Prepares, processes, and tracks forms and records, such as payroll, requests for payments, purchase orders, invoices, requests for proposals, bid packages, contracts and agreements, drafts of hearing notices, draft resolutions, notices of determination, and mailing lists for public hearing items.
- Provides a variety of support to the City Council, Commissions, and Committees.
- Monitors and orders office and other related supplies.
- Screens calls, visitors, and incoming mail; receives and responds to calls received or directs to proper department; provides information to the public, including contractors and vendors, by phone or in person to ensure contract compliance and an understanding of department and City policies and procedures; listens to questions and interprets and applies regulations, policies, procedures, systems, rules, and precedents according to existing guidelines; responds to citizen and staff inquiries and complaints; refers citizens to the appropriate department source; coordinates or resolves problems when appropriate.
- Verifies and reviews forms and reports for completeness and conformity with established regulations and procedures; applies departmental and program policies and procedures in determining completeness of applications, records, and files.
- Coordinates and integrates department services and activities with other City departments and outside agencies.
- Operates a variety of standard office equipment, including job-related computer hardware and software applications, copiers, postage meters, facsimile machines, multi-line telephones, and transcription equipment; may operate other department-specific equipment.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Modern office practices and procedures; basic accounting principles.
- Municipal government organization and operation, including the role of an elected City Council and appointed boards, commissions, and committees.
- The purpose and functions of the legislative bodies; the functions and organization of a municipal clerk's office.
- Modern office equipment and specialized equipment as well as applicable computer software and operating programs.
- Filing, indexing and cross-referencing methods.
- Correct English usage, spelling, grammar and punctuation; business letter writing and report preparation; and various document formats and presentations including complex official documents.
- Applicable codes, regulations, policies, technical processes, and procedures related to the department to which assigned.
- Record keeping principles and practices.
- Business mathematics and basic statistical techniques.
- Basic supervisory principles and practices.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and City staff.

Ability to:

- Perform responsible administrative and secretarial support work with accuracy, speed, and general supervision.
- Provide varied and responsible secretarial and office administrative work requiring the use of tact and discretion.
- Exercise City Clerk signatory authority as assigned.
- Oversee assigned functions and services of the City Clerk's Office.
- Prepare minutes and accurately summarize meeting actions.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Effectively operate a variety of modern office equipment including computers, transcription machines, computer equipment and designated software and operating systems.
- Interpret, apply, and explain City Code, procedures, & policies.
- Prepare complex records and reports.
- Make accurate mathematical, financial, and statistical computations.
- Provide information and organize material in conformance with policies and regulations; summarize written material and interpret a variety of documents including contracts and ordinances.
- Work effectively under pressure and with frequent interruptions.
- Use initiative and independent judgment within established policy and procedural guidelines.
- Deal with complex and confidential information.
- Establish and maintain accurate records.
- Maintain continuing level of knowledge required for satisfactory job performance.
- Establish and maintain effective working relationships with public officials, employees and the general public.
- 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.
- Perform basic research and prepare reports and recommendations.

- Compose correspondence and reports independently or from brief instructions.
- Operate modern office equipment including computer equipment and specialized software applications programs including word processing at a speed of 50 words per minute from printed copy.
- 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:

Possession of an Associate of Arts Degree from an accredited college or university. Additional specialized course work in Public Administration, Political Science, or related field, supplemented by records management training and experience in a City Clerk's Office is highly desirable.

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; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter 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 challenging staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

OTHER REQUIREMENTS

Requires the ability to pass a comprehensive background check.