

**City of San Rafael
Job Class Specification**

Job Title: Deputy City Clerk I/II

SUMMARY

Under general supervision, performs a variety of highly responsible and complex technical, administrative and clerical activities in support of the City Clerk's office. This position reports to the City Clerk and is responsible for maintenance of the City's official records, for recording and producing the minutes of City Council meetings; providing administrative support to the City Clerk; and performing related work as required.

DISTINGUISHING CHARACTERISTICS:

This class series is distinguished from other classes by responsibility for maintenance of official City records and other prescribed activities.

Deputy City Clerk I - This position works under general supervision while progressing in their assignment of more complex tasks as procedures and processes of duties are learned.

The Deputy City Clerk II position is distinguished from the Deputy City Clerk I position by a higher level of administrative knowledge and experience required for successful performance of the full range of assigned duties; a greater complexity of work assignments; a higher level of independent judgment and initiative exercised in the performance of assignments with only occasional instruction or assistance as unusual or unique situations arise; and a potential for greater impact of erroneous decisions on operating costs and schedules of a City department. Incumbents in this classification are expected to exercise a high degree of initiative and independent judgment in performing confidential and complex tasks.

These positions are not flexibly staffed, and advancement is not automatic from one level to the next.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- In the absence of the City Clerk, functions as the City Clerk, attends City Council meetings and perform all of the duties of holding a public meeting, including facilitating public comment, calling roll for Council votes, etc.
- Ensures adherence to established Council meeting procedures and rules; processes Council actions in the form of resolutions and ordinances; performs research, data gathering and analysis for written reports to the City Clerk.
- Prepares Council Chambers or other rooms for meetings.
- Generates Action Agendas and finalizes official minutes.
- Processes and responds to Public Records Act (PRA) requests.
- Plans, organizes, develops, implements and administers the City-wide records management system.
- Assists in the development and implementation of goals, objectives, policies, procedures and work standards for the department.
- Participates in the development and administration of the department's budget.
- Maintains current knowledge of new trends and innovations in the field of records management
- Answers telephone calls, responds to email, researches records and retrieves information for general public, City Council and City staff.
- Prepares agenda packets, hard copy and electronically, for Council meetings.
- Files and indexes official City records as prescribed.
- Maintains other City and departmental records and files.

- Processes newly adopted resolutions and ordinances for incorporation to City records and for codification.
- In the absence of the City Clerk administers oaths of office, acts as Notary Public and certifies official City records.
- When necessary, affixes the City seal to certify official documents.
- Receives new liability claims in the City Clerk's office or other City Hall departments as needed.
- Assists the City Clerk with organization and conduct of municipal elections.
- Responsible for ensuring elected and appointed officials and designated City employees comply with the filing obligations of the Fair Political Practices Commission (FPPC).
- Assists the City Clerk in the preparation and execution of municipal elections.
- May be required to work evenings and/or irregular work hours.
- Makes recommendations regarding office procedures and processes, including technology, to improve workflow and implements improvements subsequent to approval.
- Performs other related duties as assigned.

KNOWLEDGE OF:

- Principles and practices of municipal government administration, the Brown Act, the Public Records Act, the Political Reform Act and other legal and administrative procedures relating to municipal records management.
- Principles and practices of records management.
- Applicable federal, state and municipal laws, including those related to elections, agendas, meeting procedures, statements of economic interests and campaign statement filings.
- Modern office procedures, methods and equipment.

ABILITY TO:

- Effectively run a records management and retention program, including computer applications and equipment.
- Ability to effectively utilize computer applications and technology related to the work.
- Compose routine correspondence independently.
- Use initiative and sound independent judgement within established guidelines.
- Communicate tactfully and effectively with the public.
- On occasion attend City Council and related meetings outside of normal business hours.
- Operate modern office equipment and related software including web publishing, document imaging, Excel, Access and PowerPoint.
- Be proactive in investigating new technology trends for implementation where possible.
- Prioritize own work, completing assigned tasks in a timely, accurate manner; and using sound, independent judgment within policy and procedural guidelines.

EDUCATION and/or EXPERIENCE:

Deputy City Clerk I: Equivalent to AA degree and three years of progressively responsible experience using state of the art technology in a local government agency, preferably in a City Clerk's Office.

Deputy City Clerk II: in addition to the requirements for the Deputy City Clerk I, this level requires at least 4 years of experience as a Deputy City Clerk I or demonstrated ability to successfully complete the essential duties and responsibilities at the full journey level with a high degree of autonomy. Bachelor's Degree preferred. Certified Municipal Clerk designation preferred.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to create and interpret graphs.

CERTIFICATES:

Commission as a Notary Public in the State of California within six months of appointment

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand and walk. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in indoor conditions and regularly works near video display. The noise level in the work environment is usually moderate.

FLSA Status:	Non-exempt
Prepared Date:	August 2017
Approved By:	City of San Rafael
Approved Date:	September 5, 2017
Revised:	May 2023