Job Title: Deputy City Clerk

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 is a single-position classification in the City Clerk's Office. This class is distinguished from other classes by responsibility for maintenance of official City records and other prescribed activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
• In the absence of the City Clerk, functions as the City Clerk, attends City Council meetings and records actions by using information technology.
• Prepares Council Chambers or other rooms for meetings.
• Generates Action Agendas and finalizes official minutes.
• Maintains, updates and enforces records retention schedules, policies and procedures.
• 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).
• 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:
A typical way of gaining the knowledge, skill and ability outlined above is:
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.

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: