

DEPUTY CITY CLERK

DEFINITION

Under general direction, serves as Deputy City Clerk including coordinating various election activities; performing required duties for City Council services and records management, establishing and maintaining organizational procedures and tracking systems for legislative compliance of government codes; preparing agenda packets, following up on Council actions, processing documents, and carrying out a variety of administrative support functions; performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Deputy City Clerk is a single position class. The position performs a breadth of assigned administrative support functions and responsibilities for the City Clerk and City Manager's Office.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by the City Clerk. In the absence of the City Clerk, the position reports to the City Manager. This position may provide lead supervision of other support staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Drafts, types, edits, processes, and distributes City Council meeting agendas, agenda packets, and related materials, memos, resolutions, ordinances, City Manager reports and notices, proclamations, and letters.

Prepares, signs, seals, and processes items acted upon by the City Council, including composing and preparing correspondence and advising various individuals of City Council actions, directs publishing, posting, and mailing of notices; attests, certifies, and records all ordinances, resolutions, agreements; City Council meeting follow-up assignments and other municipal legal documents.

Ensures proper procedures for notification and certification of Council actions.

Attends City Council meetings, takes minutes, and prepares official action minutes.

Assists the public and City staff by providing information and research and reference assistance.

Processes and distributes signed contracts and/or agreements as necessary.

Maintains a variety of municipal files and records in accordance with the City-wide records management program, including processing files for document imaging, records retention and destruction.

Maintains records and carries out procedures for appointments to City commissions, committees, and boards including preparation of Maddy Act required notices

Distributes and processes filings required by the Fair Political Practices Commission.

Coordinates City election activities, under the supervision of the City Clerk, with the County Elections Department, including preparation of calendars, distribution of notices, providing candidate information and election statements, receives candidate nomination papers and financial disclosure statements, provides confirmation of election results, and assures other requirements of the Elections Code are met.

May assist with Filing Officer and Filing Official duties for the Political Reform Act.

In the absence of the City Clerk, receive, process, and file claims and lawsuits against the City; accepts and processes subpoenas.

Accepts and processes Public Record Act Requests.

May administer Oaths of Office.

May attest and/or notarize a variety of documents.

Assists with design and maintenance of City Clerk, City Manager, and City Council web pages.

Represents the City Clerk's Office to other City departments, elected officials and outside agencies; explains and justifies City Clerk's Office programs, policies and activities.

Composes and prepares correspondence.

Answers incoming phone calls and greets office visitors providing information and appropriate referral to various City department staff.

Manages special projects and programs as assigned.

Maintains technical job performance skills.

May provide backup for other office staff as needed.

May serve on the Emergency Management Team in the event of a disaster or emergency.

MINIMUM QUALIFICATIONS

Knowledge of:

Applicable state, federal, and municipal laws and procedures.

City's policies, rules, administrative regulations and procedures.

Practices and procedures for the efficient operation of an administrative office.

Operations and organization of municipal government.

Legal requirements regarding the preparation and retention of municipal records.

California election law as it pertains to municipal elections, Brown Act, and the regulations and requirements for compliance with the Fair Political Practices Commission.

Techniques of account and statistical recordkeeping, basic math, correct English usage, spelling, grammar, and punctuation.

Modern office procedures and practices.

Ability to:

Carry out a number of administrative support tasks in a timely and professional manner.

Work under deadlines.

Communicate effectively and professionally orally and in writing.

Follow written and oral instructions.

Interpret laws, rules and procedures and exercise sound judgment.

Work effectively with a wide variety of individuals and groups including other staff, the public, and the press.

Take and prepare action minutes from meetings.

Interpret and apply a variety of City rules, laws, and policies with good judgment.

Work independently and exercise good judgment in carrying out assigned tasks.

Maintain confidentiality of information as required.

Be politically astute and diplomatic.

Prepare clear, concise, and accurate agendas, minutes, correspondence, records and 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.

Independently monitor various deadlines and legal requirements for compliance with Election Code and other regulations.

Compile and maintain accurate information, records, and files.

Learn and utilize new technology.

Establish and maintain cooperative working relationships.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Two years of responsible administrative support experience in a municipal Clerk's Office or other public administration position.

Training:

Equivalent to an associate degree from an accredited college with major coursework in office administration, supervision or a closely related field; and/or

Certified Municipal Clerk or Master Municipal Clerk certification.

License and Certificate

Possession of, or ability to obtain, a valid California driver's license.

Possession of, or ability to obtain within six months, a valid Notary Public certificate.

Possession of, or ability to obtain, a Certified Municipal Clerk certification is desired.