

DEPUTY CITY CLERK

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under direction, performs a variety of responsible, confidential, and complex administrative, technical, programmatic, secretarial, and clerical duties in support of the daily operations and administration of the City Clerk's Office; maintains official City records and performs records management functions; prepares City Council meeting agendas and packets; organizes City elections and coordinates elections with the County; and provides information to the public, City staff, and City officials related to the function, policies, and procedures of the City Clerk's Office.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Oversee and coordinate the preparation, finalization, and distribution of the City Council agenda; prepare tentative agenda, final agenda and annotated agenda; prepare information regarding City Council meetings for the website.
2. Ensure the preparation of City Council meeting minutes; finalize minutes of meetings.
3. Process, finalize, and follow-up on Council action from City Council meetings; ensure timelines are met including those for ordinance publication, resolutions, and notice of decisions.
4. Administer Fair Political Practices Commission filings for candidates, elected officials, employees, consultants, and commissioners in accordance with state law and FPPC regulations.
5. Assist in conducting and supervising municipal elections; coordinate municipal elections with the County; certify official results; plan and coordinate reception with incoming elected officials.
6. Participate in the development and implementation of City-wide records management program; serve as custodian of official City records; assist in the operation and oversee maintenance of records management program, records retention schedule, and master filing guide; coordinate with other departments regarding the storage of files and documents as well as the destruction of City documents; scan documents into laser fiche for future reference.
7. Process and record all claims filed against the City; finalize rejection notices to claimants.
8. Prepare and coordinate correspondence agenda for the Board of Appeals including Board, staff, and appellant; finalize Board of Appeals notices of decisions and actions.
9. Administer policies, procedures, and processes for the City Clerk's Office; resolve discrepancies or procedural problems and respond to questions about the services of the

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City Clerk's Office; maintain the City Clerk's Office desk manual outlining departmental policies and procedures; make recommendations for modifications.

10. Track vacancies of City committees and commissions; notify Mayor of openings and prepare notices of vacancy; receive and process applications for future appointments.
11. Assist in the preparation, administration, and monitoring of assigned budget; compile annual budget requests; prepare revenue projections; recommend expenditure requests for designated accounts; monitor approved budget accounts.
12. Supervise, coordinate, and review the work of office support staff within the City Clerk's Office; provides input into the evaluation of support staff.
13. Provide coverage and assistance in all areas of the City Clerk's Office as necessary to ensure the operation of the Office including filing, photocopying, answering the telephones, and assisting the public at the counter.
14. Utilize various computer applications and software packages; enter and maintain data; generate reports from a database or network system; create documents using word processing software.
15. Maintain and order office supplies; prepare purchase orders; receive invoices and check for accuracy; process payments.
16. May act in the absence of the City Clerk and relieve the City Clerk of a variety of administrative and functional details.
17. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operational characteristics, services, and activities of the functions, programs, and operations of a City Clerk's Office.
- Basic functions of public agencies including the role of an elected Council and appointed boards and commissions.
- Organization, operation, and services of the City and of outside agencies as necessary to assume assigned responsibilities.
- Modern principles, practices, and techniques of municipal records management.
- Election processes.
- Office management principles, methods, and procedures.
- Basic principles and practices of lead supervision and training.
- Principles and procedures of record keeping and filing.
- Pertinent federal, state, and local laws, codes, and regulations including the Brown Act, Political Reform Act, FPPC regulations, and those governing the maintenance of records by a public agency.
- Basic principles and practices of municipal budget preparation and administration.
- Mathematical principles.
- Research procedures used in searching of public records.

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- Principles and practices of fiscal, statistical, and administrative research and report preparation.
- Principles and practices of sound business communication.
- Principles of business letter writing and report preparation.
- Modern office procedures, methods, and equipment including computers and related software applications such as word processing, spreadsheets, and databases.
- English usage, spelling, grammar, and punctuation.
- Customer service and public relations methods and techniques.
- Methods and techniques of proper phone etiquette.

Ability to:

- Perform a full range of varied complex, sensitive, highly responsible, and confidential office administrative, secretarial, advanced clerical, and routine programmatic support functions of a general or specialized nature in support of the City Clerk's Office with only occasional instruction or assistance.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Understand, interpret, and apply general and specific administrative and departmental policies and procedures.
- Interpret and apply applicable federal, state, and local laws, codes, and regulations.
- Take responsibility for and exercise good judgment in recognizing the scope of authority to be exercised in the capacity of a deputy to a public officer.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Adapt to changing technologies and learn functionality of new equipment and systems.
- Type or enter data at a speed necessary for successful job performance.
- Participate in researching, compiling, analyzing, and interpreting data.
- Prepare clear, accurate and concise records and reports.
- Independently prepare correspondence and memoranda.
- Provide information and organize material in compliance with laws, regulations and policy.
- Work cooperatively with other departments, City officials, and outside agencies.
- Establish, organize, and maintain a variety of specialized files and records.
- Implement and maintain filing systems and records management systems.
- Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.
- Plan and organize work to meet changing priorities and deadlines.
- Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, press, or other agencies on sensitive issues in area of responsibility.
- Exercise good judgment and maintain confidentiality relative to critical and sensitive information, records, and reports.
- Utilize public relations techniques in responding to inquiries and complaints.
- Maintain confidentiality of information.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines

Education/Training:

Equivalent to completion of the twelfth grade supplemented by specialized or college level course work in business administration, office management, secretarial science, or a related field.

Experience:

Four years of increasingly responsible administrative, secretarial, and clerical support experience involving a high level of public contact including two years of administrative support experience in a municipal or other governmental agency.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

FLSA: Non-exempt

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This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.