



## JOB DESCRIPTION

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# **DEPUTY CITY CLERK**

## **DEFINITION**

Under direction of the City Clerk, assists in coordinating and administering programs and activities of the City Clerk's Office; serves as office manager of the City Clerk's Office; performs a full range of professional and technical work in support of the City Clerk Department, assists in maintaining official City records; performs a variety of technical tasks relative to assigned area of responsibility; and serves as City Clerk in the City Clerk's absence.

## **CLASS CHARACTERISTICS**

This classification is characterized by varied tasks performed with a high level of independence following a broad framework of policies and procedures. Strong leadership, initiative, discretion and independent judgment is required daily, as actions can have a significant effect upon city operations and/or public relations activities. Receives general supervision from the City Clerk in the performance of complex and responsible administrative duties in support of the activities of the City Clerk's Department.

## **EXAMPLES OF DUTIES**

Depending upon assignment, duties may include, but are not limited to, the following:

1. Assists the City Clerk in performing the day-to-day functions of the Department; recommend and assist in the implementation of goals and objectives.
2. Plans, prioritizes, assigns, supervises and reviews the work of department clerical staff. Provides or coordinates staff training; works with employees to correct deficiencies; evaluates operations and activities of assigned responsibilities.
3. Assists in the preparation and administration of the budget; monitor expenditures; recommend modifications or adjustments as necessary.
4. Attends meetings of the City Council, Redevelopment Agency, Housing Authority, Library Board and other Boards or Commission as required.
5. Oversees and participates in the preparation of City Council, Redevelopment Agency, Housing Authority, Library Board and other Boards or Commission agendas, agenda packets and draft minutes for approval by the City Clerk.
6. Prepares, routes, indexes and archives resolutions, ordinances and contractual agreements.
7. Coordinates and reviews the work involved in publication filing, indexing and safekeeping of all proceedings of the City Council and/or other Boards and Commissions.
8. Maintains City Clerk files including legal documents, resolutions, ordinances, and claims against or for the City.
9. Responds to inquiries from the public regarding Council action and records; researches information for public or staff when necessary.



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10. Composes, publishes and schedules legal notices for publication; publishes and posts legal notices relating to appeals, public hearings, bids and openings and meetings.
11. Coordinates the development of departmental computer programs.
12. Coordinates City Commission recruitment and Maddy Act Compliance.
13. Assists with the City's Records Management Program and the keeping of official City records.
14. Assists the City Clerk in the planning and conducting of city elections and other legal requirements.
15. Ensures disclosure requirements are met under the Political Reform Act.
16. Provides Notary Public services as required.
17. Without additional compensation, employee shall perform such additional acts or duties as the City Manager shall assign.

## QUALIFICATIONS/GUIDELINES

### Education and/or Experience

Any combination of education and/or experience that would provide the required knowledge, skills and abilities necessary for satisfactory performance. Example combinations include at least four (4) years of increasingly responsible administrative experience preferably in a government agency including two (2) years of supervisory experience and two (2) years experience in a City Clerk's Office, County Clerk's Office or similar functional departments. Graduation from high school or equivalent; supplemented by college level coursework in business administration, public administration, or other related specialized training. An Associate degree in a related field is highly desirable.

### Knowledge, Skills and Abilities

Considerable knowledge of organization and function of City government; English usage, spelling, grammar and punctuation; modern office procedures, methods and computer equipment; principles of mathematics, supervision and leadership principals, training and performance evaluation; budgeting procedures and techniques. Knowledge of relevant laws, rules and procedures associated with a City Clerk's Office such as the Ralph M. Brown Act, Maddy Act, Public Records Act, and the Political Reform Act.

Skill in the operation of a variety of office equipment, including personal computers, related peripheral equipment and software applications including MICROSOFT Excel, MICROSOFT WORD AND/OR WORDPERFECT 6.1. Ability to learn, interpret and apply laws, rules and regulations with respect to duties of the City Clerk's Office and particular assignments; perform complex professional, administrative, analytical, budgeting and financial work; communicate effectively, both orally and in writing; establish and maintain cooperative relationships and interact effectively with all levels of staff and outside contacts; supervise, train and evaluate assigned staff; type at a speed necessary for successful job performance; successfully manage and complete multiple complex and difficult tasks with minimal direction; collect and analyze data and other information and draw valid conclusions; organize and prioritize time lines and work schedules; analyze problems, identify alternative solutions, project consequences of proposed actions and implement approved or selected course of action. Ability to attend evening and/or weekend meetings.



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### SPECIAL REQUIREMENTS

Satisfactory driving record and possession of, or ability to obtain, an appropriate California Driver's License. Certification as a State of California Notary Public within one year of appointment is required. Certified Municipal Clerk designation or progress in earning that designation is highly desirable.

### ESSENTIAL ELEMENTS

#### Physical Demands

Sitting for long periods of time; standing, walking, reaching, grasping, lifting, manual dexterity, clear speech-complex, clear-seeing, and driving (car).

#### Stress Factors

Some pressure related to managing multiple tasks and resources within given deadlines.

#### Work Environment

Considerable work with the public, staff and City officials; verbal and written contact.

#### Mental Requirements

Reading complex, writing complex, perception/comprehension and judgment.

#### Equipment

Computers, keyboards, printers, telephone system, calculator, photocopiers, facsimile machines, network and data based terminals, recording devices, and audiovisual equipment.