



EMPLOYMENT OPPORTUNITY

DEPUTY CITY CLERK

Salary Range (33) \$5,118 - \$6,228.80/Mo.
FLSA Status/Non Exempt ** Full-time w/Excellent Benefits**
Application Deadline: 5:00 p.m., November 21, 2014
This recruitment may close at any time and without notice.
Prompt application is encouraged.

For application materials visit our website www.RanchoMirageCA.gov or call (760) 324-4511.
(Completed City Application Form and Supplemental Questionnaire required; no facsimiles or e-mail sent/received in this recruitment.)

The City of Rancho Mirage is seeking an experienced and innovative Deputy City Clerk who can demonstrate strong leadership and decision making skills.

This position is under the direction of the City Clerk. Incumbents provide administrative support services requiring a broad knowledge of the organization for the top policy makers within the organization and/or serve as administrative support supervisors. Responsibilities as assigned, may include preparing reports; drafting documents; staffing special projects and committees; tracking budgets and expenditures; tracking project timelines and keeping schedules; preparing meeting agendas and taking official meeting minutes; and coordinating events. Incumbents perform advanced office duties; including organizing and maintaining records; and preparing regulator and other reports. As assigned, incumbents may supervise other administrative support staff and serves as City Clerk in the City Clerks absence.

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 and (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.

Licenses and Certifications:

Satisfactory driving record and possession of, or ability to obtain, an appropriate California Driver's License. Certification as a State of California Notary Public. Ability to obtain certification as a Certified Municipal Clerk (CMC) within three years of employment.

Knowledge:

Applicable Federal, state and local laws, codes, regulations and/or ordinances; Lead/supervisor principles and practices (depending on the assignment); Customer Service Principles; Records management Principles; Principles and practices in area of assignment; Budgeting concepts; Mathematical concepts; Modern office equipment; organization and functions of municipal government.



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Skills:

Preparing agendas and meeting packets; Taking and transcribing minutes; Interpreting codes and laws related to City records; Maintaining City records including filing, storage, retrieval and disposal; Using computers and related software applicable; communicating effectively with co-workers, official and the general public to exchange and convey information.

Physical Requirements and Working Conditions:

Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer, and to attend meetings at various sites within and away from the City; strength to lift and carry materials weighing up to 20 pounds; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

NOTE: The above job description is intended to represent only the key areas of responsibilities; specific positions assignments will vary depending on the business needs of the department.