

## 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 the administrative direction of both the City Manager and City Clerk the Deputy City Clerk performs a variety of technical, analytical and administrative tasks in the Office of the City Clerk including legislative administration, Board, Commission and Committee management, elections administration, records management; performs the duties of the City Clerk in the absence of the City Clerk. Assists the City Clerk in developing, implementing and coordinating projects, programs and procedures, particularly related to records management, legislative and policy functions and agenda preparation. This position requires an understanding of the principles and practices related to records management and advanced recordkeeping, legislative processes, and effective public relations. A working knowledge of applicable laws and regulations including the Political Reform Act, Brown Act, California Public Records Act, California election laws, Fair Political Practices Commission reporting requirements and the principles and practices related to the City Clerk function is highly desirable.

### **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. Assist in the performance of City Clerk duties as prescribed by law.
2. Assume the duties of the City Clerk in official's absence.
3. Coordinate and prepare agendas, public notices, special meeting notices, prepare resolutions, ordinances and staff reports.
4. Apply and implement records management policies, procedures and techniques, including records retention, and electronic document management.
5. Utilize optical imaging, electronic document management software and other computer applications and/or software.
6. Read, interpret and apply relevant laws, rules, and regulations.
7. Maintain official records of the City Council.
8. Provide administrative assistance during municipal elections.
9. Ensure timely response to subpoenas and public records requests; conduct research and retrieve information and/or documents.
10. Coordinate FPPC filings including campaign statements and Statements of Economic Interests.
11. Prepare written correspondence and administrative reports.
12. Assist with contract administration.
13. Maintain knowledge of public administration principles and practices, applicable ordinances, laws and regulations, advanced research techniques and information sources.
14. Interact and communicate with a variety of groups and individuals, including staff, City Council Members, appointed officials and the public. Position may require training other in the aforementioned skills.
15. Provide administrative support for the City Council and the City Manager.
16. Perform all other duties as assigned.

### **QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job in order to successfully perform the assigned duties.*

**Knowledge of:**

1. Principles and practices of advanced record keeping.
2. Office methods, procedures and equipment usage.
3. Research techniques, sources and availability of information.
4. Project management.
5. Computer applications, including advanced proficiency with word processing software, agenda management software and records management software.
6. General customer service principles and practices.
7. Contract management principles and practices.
8. Applicable federal, state and local laws, rules and regulations related to City Clerk duties.
9. Goal setting, program and project development, work planning and organization.

**Ability to:**

1. Communicate effectively both verbally and in writing.
2. Understand the organization of the City Clerk's office.
3. Interpret and apply principles and practices of records management, policies, regulations, and administrative and/or operational procedures.
4. Keyboarding/typing at the speed of 55 net words per minute is required.
5. Operate a PC/tablet and related software.
6. Interpret and apply federal, state, and local laws and regulations, such as: Political Reform Act, Brown Act, Public Records Act, and other relevant California laws.
7. Establish and maintain effective working relationships with supervisor, elected and appointed officials, co-workers, representatives from outside agencies, and the general public.
8. Compose written correspondence, legislative minutes and reports.
9. Develop, analyze, and evaluate projects and programs.
10. Use independent judgment in the course of undertaking assigned responsibilities.
11. Organize work, set priorities, meet deadlines and complete assignments independently.
12. Identify data sources, collect and analyze information and prepare informative reports.
13. Provide technical assistance, training and direction to other staff members on assigned matters.

**Education and Experience Guidelines** - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education/Training:**

1. Associate degree from an accredited college or university, or two (2) years of college level course work from an accredited college or university in Public Administration, Political Science, Business Administration, or a closely related field.

**Experience:**

2. Four (4) years of increasingly responsible secretarial/clerical and administrative support work preferably in a City Clerk's office.
3. A working knowledge of applicable laws and regulations including the Political Reform Act, Brown Act, California Public Records Act, Maddy Act and California laws, Fair Political Practices Commission reporting requirements and the principles and practices related to the City Clerk function is highly desirable.
4. Strong knowledge in use of computers including word-processing, records management, agenda management software, other software applications, and maintaining and updating webpages.

**License or Certificate:**

5. Certification in records management or designation as a Certified Municipal Clerk (CMC) from the International Institute of Municipal Clerks preferred.
6. Currently enrolled in CMC Certification program and/or attainment of CMC accreditation as budget permits, if not previously certified.

**License or Certificate:**

Possession of an appropriate, valid driver's license.

CMC Certification or Records Management Certification is highly desirable.

**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 environment with extensive public contact and frequent interruptions.

**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; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

Bargaining Group: Supervisors/Confidential  
FLSA Status: Non-Exempt  
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