

## **DEPUTY CITY CLERK**

### **DEFINITION**

Under general direction, provides statutory and administrative functions as delegated by the City Clerk. Assists in the administration of municipal elections, Fair Political Practices Commission reporting, records and data management, and statutory obligations; provide information and service to the public and City departments; provide a high level of administrative and technical support to the City Clerk and other departments and perform all duties in absence of the City Clerk.

### **SUPERVISION EXERCISED AND RECEIVED:**

Receive general direction from the City Clerk. May exercise supervision over volunteers, part-time and support staff as assigned.

### **ESSENTIAL AND IMPORTANT DUTIES**

- Assist in the planning and organizing of official City documents and records including agendas, minutes, ordinances, resolutions, contracts, agreements, deeds and other legal documents and official records.
- Ensure compliance with government codes for records retention and destruction; assists with the preparation of records retention schedules and administer the storage, retrieval and destruction of documents; coordinate the city-wide document imaging program and maintenance of electronic records and records storage systems; analyze and evaluate records management technology.
- Notarize City and public documents.
- Research and compile information from various sources; prepare reports and correspondence.
- Interpret and explain ordinances, policies and procedures and ensure the appropriate distribution and release of information.
- Assist in the development and administration of the City Clerk's budget; obtain, comply, and develop data and summaries; monitor budget expenditures.
- Train, and direct assigned temporary and volunteer staff; review work in progress and upon completion.
- Represent the City in inter-departmental, community and professional meetings. Act as the City Clerk in his/her absence; attends City Council meetings as necessary; act as recording secretary.
- Assist in the planning and conduct of municipal elections.
- Provide responsible and highly complex administrative and secretarial support to the City Clerk; recommends improvements in workflow, procedures and use of equipment and forms.
- Screen office and telephone callers; provides front counter assistance including information to the general public regarding assigned area of responsibility; responds to and resolves complaints and requests for information on regulations, procedures, systems and precedents.
- Research, compile, analyze and summarize a variety of informational materials; assist in the design and production of technical information and handouts.
- Independently composes correspondence, letters, and memoranda. With general instruction, assists with composition of resolutions and staff reports as assigned.
- Review finished materials for completeness, accuracy, format, compliance with policies and procedures, and appropriate grammar.
- Process all department invoices and purchases; assign account numbers to all invoices for all departmental programs; review and process purchase requisitions and purchase orders.
- Receive, sort, open and distribute department mail to appropriate staff as required.

- Maintain departmental personnel files and timesheet information; purges files according to established procedures.
- Maintain, develop and implement filing systems and records; modify systems as appropriate.
- Organize meetings by notifying participants, making room arrangements and preparing required information materials.
- Respond to requests and inquiries from the general public and other departments; provide information within the area of assignment; resolve complaints in an efficient and timely manner.

### **JOB-RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:** the organization and function of a multi-jurisdictional municipal agency, including the role of the City Clerk, elected City Officials and appointed commissions and committees; laws affecting the operation of the City Clerk's function, including public information, municipal elections, and records retention and destruction; modern office practices; use and applicability of related software applications; applicable records and file storage and management systems; correct English usage, including spelling, grammar and punctuation; effective methods of supervision.

**Ability to:** make accurate arithmetic calculations; understand and carry out verbal and written instructions; effectively communicate verbally and in writing; establish and maintain effective working relationship with others; provide courteous and efficient service to the public; ability to learn, retain and use technical terminology, equipment, and computer applications; ability to respond professionally and effectively to changing priorities; review and analyze processes, procedures and policies and make effective recommendations for change; function independently and make decisions based on sound judgment affecting areas of responsibility within established guidelines and consistent with applicable law or code.

**Skill in:** the safe and efficient operation of office equipment including, multi-line business phones, copiers/scanners/printers, calculators, personal computers; database management, including filing and records management systems; creating clear concise written correspondence; making effective oral presentations.

### **EDUCATION AND TRAINING**

Sufficient education and experience to satisfactorily perform the duties of this classification. A typical qualifying background would be:

*Experience:* Two (2) years of increasingly responsible clerical experience in a municipal organization of which at least one years have involved providing administrative office support services to management activity at the division or department level in a public agency; experience in a City Clerk's department highly desirable.

*Training/Education:* Equivalent to completion of High School supplemented by course work in public administration or a closely related field.

### **LICENSE**

- Possession of a valid California driver's license
- Notary Public License is highly desirable

### **WORKING ENVIRONMENT**

Work is performed primarily in an office setting subject to frequent interruptions and includes sitting for extended periods of time. May be exposed to highly stressful situations and individuals who are irate or hostile; may be subject to long hours due to attendance at City Council and Committee meetings and other responsibilities required at this executive level. Flexibility to work evening and weekend hours and occasional overnight travel to conferences and training sessions required. This is a sedentary position with minimal physical exertion requirements.