

DEPUTY CITY CLERK

DEFINITION

To perform specialized administrative and clerical duties for department heads, commissions, committees, City Clerk, City Council and City Manager; to prepare and distribute agendas, agenda packets, minutes and other documents for various commissions and the City Council; and to provide backup duties when the elected City Clerk is unavailable.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the City Manager and Assistant City Manager.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Perform specialized administrative and clerical support for Department Heads, commissions, committees, City Clerk, City Council and City Manager; to prepare items for various commissions, and the City Council.

Attend City Council meetings, Standing Committee meetings and various other meetings and record official proceedings; prepare minutes and related documents, direct publications, filing and safekeeping of meeting materials; perform duties of elected City Clerk when absent.

Maintain filing systems and complex records and logs, including confidential data; sort, index, purge, scan, copy, research and retrieve documents in paper and digital form.

Prepare, distribute, post and publish legal and public notices for commissions, committees, and City Council meetings in compliance with the Brown Act.

Set up and maintain agreement files in paper and digital formats.

Prepare and distribute agendas, agenda packets, consent items, correspondence, reports, forms, calendars, updates and specialized documents as assigned; review staff reports and attachments for compliance; finalize Resolutions and Ordinances; prepare drafts, minutes, notes, instructions and records of actions taken, as assigned.

Handle Public Record Requests and coordinate with departments for response and production of documents.

Proofread various materials for accuracy and proper English, completeness and correct formatting; follow up and ensure timeliness and deadlines are met.

Assist to manage and maintain permanent records and information including resolutions, ordinances, deeds, professional services agreements and historical records and related records.

Coordinate the administration and conduct of elections, compliance with the Political Reform Act (FPPC), local conflict of interest code, public records requests, recruitment for City Council committees and commissions and claims for damages against the City.

Certify, notarize, and record City documents.

Assist to maintain web pages for elections and other special purposes.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles, practices, methods and trends of municipal government operations as needed to assume assigned responsibilities.

Principles and practices of municipal administrative clerical procedures and records management.

Role of local government and local government elected officials; elections and general government law and California Public Records Act.

Technical knowledge, computer skills, including specialized programs and applications, and other expertise needed for the specialized area of assignment.

Principles and practices of public relations and internal/external customer service techniques.

Relevant local, State, and Federal laws, rules, and regulations related to area of assignment.

Ability to:

Perform specialized administrative and clerical duties for department heads, commissions, committees, City Clerk, City Council and City Manager.

Intermittently, review and evaluate documents related to department operations; observe, identify and problem solve office operations and procedures; understand, interpret and explain department policies and procedures; explain operations and problem solve issues for the public and with staff.

On a continuous basis, sit at desk for long periods of time or stand at public counter; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Keep abreast of laws, regulations, and pertinent professional knowledge related to the City Clerk profession.

Evaluate, organize, set priorities and meet deadlines.

Fulfill the essential duties of the elected City Clerk as necessary.

Use a complex filing system and maintain and retrieve important records and documents.

Maintain confidentiality; use tact and discretion in communication with government officials, City Council, and representatives of the business and community organizations to exchange information and explain City administrative policies and procedures.

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Five years of responsible administrative program office experience in a municipal setting

Training:

Equivalent to an Associate's degree from an accredited college with major course work in public administration, business or a related field.

License and Certificate

Possession of, or ability to obtain, a valid California driver's license.

Possession of and ability to maintain a Notary Public Commission within six (6) months of employment.

REVISED: June 2003; February 2019
FLSA: Non-Exempt