DEPUTY CITY CLERK

GENERAL STATEMENT OF JOB

This is diversified, advanced specialized clerical and administrative work in the office of the City Clerk. This employee is responsible for the operation of the City Clerk's Office in the absence of the City Clerk. Reports to the City Clerk. This position requires a high level of adaptability, open communication and the ability to sustain interpersonal relationships with the general public and staff in many City departments.

ESSENTIAL JOB FUNCTIONS

1. Responsible for operation of the City Clerk's Office in the absence of the City Clerk, including attendance at official meetings, on-site or off-site, during and/or after normal work hours.

2. Drafts and finalizes City Council meeting agenda; coordinates assembly and distribution of agenda packets to City Council members, the City Manager, City departments and interested members of the public; arranges for publication and posting of notices regarding City Council meetings; prepares meeting minutes; prepares and distributes agenda synopsis detailing Council action and directions to staff; distributes and files documents following Council action; finalizes resolutions, ordinances and minutes in preparation for officials' signatures.

3. Respond to inquiries from the public by letter, telephone and in person regarding Council action and records; reviews official documents approved by City Council for accuracy, provides certified copies and attest to legal documents in the absence of the City Clerk; processes legal advertisements in accordance with State statutes.

4. Handles recording of official documents; reviews official legal documents for accuracy and completeness to be recorded in the public records; handles distribution and copying of recorded documents; provides notary service to city officials, staff and public.

5. Assists with Municipal Election activities.

6. Provide information and interpretations on the role of City Council and various committee members' operation policies, appointment procedures, and other questions which may arise concerning committee function. Provide notice of all meetings, keep appropriate minutes and otherwise ensure that all Board meetings are conducted in accordance with state law.

7. Communicates clearly and politely to assist employees and the general public in person and by telephone; acts inter-dependently across departments and cultivates relationships with a broad range of functions and levels in the organization.

In addition to Essential Job Functions listed above, this position performs the full range of duties described under Records Coordinator position.

MINIMUM QUALIFICATIONS

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a Deputy City Clerk. A typical way of obtaining the required qualifications is to possess the equivalent of five years increasingly responsible office support experience in a City Clerk/records management environment, and a high school diploma or equivalent.

KNOWLEDGE/SKILLS/ABILITIES: (The following are a representative sample of the KSA's necessary to perform essential duties of the position.)

Knowledge of:

General principles of the department including provisions of State and Federal codes, mandates, governing rules, regulations and policies, organization, procedures and operating details of City government procedures of a City Clerk's Office. General principals of administration, methods and techniques of supervision, training and motivation; standard office procedures, practices and equipment, including a computer and applicable software; English usage, spelling, grammar, and punctuation; basic office methods and equipment.

Ability to:

Demonstrate understanding of applicable policies, procedures and work methods associated with assigned duties. Communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work; resolve contentious issues collaboratively, respectfully and effectively; establish positive working relationships with representatives of community organizations, state/local agencies, City management and staff and the public. Effectively organize, direct and review the work of assigned staff; maintain confidentiality of sensitive information; interpret and apply administrative and department policies and procedures; proactively research to ensure compliance with applicable regulatory agencies; analyze situations appropriately and adopt effective course of action; Undertake activities associated with maintaining and operating records center; operate modern office machines including digital imaging equipment; learn principles and practices of archival records management; perform general clerical work including maintenance of complex files and records and compile information for reports under minimal supervision; correctly interpret and apply the policies and procedures of the program or function to which assigned; compose reports and correspondence, involving individual judgment; perform routine clerical work; provide information and organize material in conformance with policies and regulations; read and understand a variety of documents including contracts and ordinances; learn and apply municipal laws and procedures, City Municipal Code provisions, election laws and political reform requirements; follow written and oral directions; read, interpret and record data accurately; prepare clear and concise reports and keep accurate records; perform mathematical calculations quickly and accurately if needed.

Skill to:

Operate standard office equipment, including telephone, copy machine, scanner, computer and variety of word processing and software applications.

LICENSES/CERTIFICATES:

Must possess and maintain a valid California Class C Driver License with an acceptable driving record. Incumbent is expected to actively pursue designation as a Certified Municipal Clerk within a period of time mutually agreed upon, as budget and scheduling permits.

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job.