

DEPUTY CITY CLERK

DEFINITION

The occupant of this classification is in the classified service and performs diverse and complex administrative~~responsible clerical~~ and supervisory work in the City Clerk's office, as well as performing the duties of the City Clerk as when~~assigned~~.

SUPERVISION RECEIVED AND EXERCISED

The ~~is~~ position assigned to this classification reports to the City Clerk or designee. Responsibilities include supervision of the professional, technical, administrative support~~Clerical~~ Staff.

ESSENTIAL JOB DUTIES

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

- ~~1. Supervises timely~~Attends and accurate preparation, posting, dissemination, and recording of agendas, takes minutes, ordinances, resolutions, recognitions, and other documents for ~~of~~ City Council meetings.
- ~~2. Prepares and other distributes minutes of meetings as needed, as well as prepares recommendations and reports for submission to-~~
- ~~3.1. Processes~~ City Council ~~material following Council action, including distribution and recording of resolutions and ordinances.~~
- ~~2. Provides legislation compliance and oversight of~~ Maintains official City Clerk's filing and record management system, including vehicle, deeds, franchises, contracts, City Charter, Municipal Code, resolutions, ordinances, etc. and ensures~~Ensures~~ the integrity of the City's records.
- ~~3. Assists the City Clerk in conducting municipal and special elections.~~
- ~~4. Works closely filing with City Manager's Office and the City Attorney's Office on a variety of complex legal issues associated with elections, public records requests, and policies and procedures.~~
- ~~5. Develops and effectuates innovative ideas and proactive methods to increase outreach regarding City Clerk projects, with examples including increasing voter participation and youth involvement in government.~~
- ~~6. Designs and executes marketing and outreach materials, including messaging/graphics related to events, trainings, annual recruitments for commissioners, and other projects for electronic (City Website, social media) and physical distribution.~~
- ~~7. Provides oversight to all City Council appointed commissions, boards, committees, and subcommittees.~~
- ~~8. Develops training and work procedure guidelines, prioritizes and delegates essential tasks; and implements new procedures and/or modifications to existing software programs.~~
- ~~4.9. Prepares and recommends changes to the division budget and provides oversight for office finances~~the Records Management Clerk.
- ~~5.10.~~ Supervises, trains, and evaluates clerical personnel, under the direction of the City Clerk.

- ~~6. Prepares and types correspondence as directed by the City Clerk.~~
- ~~7. Routes copies of official documents to proper departments or agencies such as the County Recorder, Assessor and Auditor's office; monitors the return of certain documents.~~
- ~~8-11. Assists the public and City departments by providing, in person or over the telephone, by giving a wide variety of information regarding City records, ordinances, resolutions, contracts, permits and the Municipal Code.~~
- ~~9. Provides oversight of~~ Prepares publications for bid openings and assists the City Clerk at bid openings.
- ~~10-12. Maintains files, and distributes various~~ codes and forms for reports required under the Fair Political Practices Act, including elected officials and designated employees.
- ~~11. Performs payroll timekeeping and data entry. Processes overtime and leave slips, entering data and reconciling the time books.~~
- ~~12. Assists the City Clerk in conducting municipal and special elections.~~
13. May act on behalf of the City Clerk in their absence.
- ~~13. Processes payment of invoices.~~
- ~~14. Operates tape recorder, data processing terminals, fax machine, microfilm and microfiche reader, etc.~~
- ~~15-14. Accepts summons and subpoenas on behalf of the City.~~
- ~~16. Coordinates publication of notices, correspondence and staff report and recruitment.~~

MINIMUM KNOWLEDGE, SKILLS AND ABILITY

Knowledge of:

- Modern office practices and procedures, record-keeping systems.
- Modern office equipment and systems for recording, indexing, filing and retrieving records.
- Proper English usage.
- Municipal election procedures, codes, ordinances and resolutions.
- Supervisory principles and practices relating to clerical functions.
- Duties of the City Clerk.

Skill and Ability to:

- Type accurately at a net speed of 60 words per minute.
- ~~• Take and transcribe dictation at a speed of 100 words per minute, when required.~~
- Perform difficult ~~secretarial~~ tasks and complete complex projects, involving the use of judgment and requiring accuracy and speed.
- Provide effective customer service. Effectively ~~meet~~meeting and ~~communicate~~communicating with the public in situations requiring tact and poise.
- Must be proficient in recordkeeping, report writing, software related to requirements of position.
- Learn new systems and programs.
- Identify and correct errors in English usage, grammar, and arithmetic.
- Plan, organize, and execute projects and supervise the work of others.
- Develop marketing and outreach strategies.
- Interpret and apply policies, laws and regulations.
- Provide training and guidance to departmental staff and subordinate staff.
- ~~• Operate data processing terminals including FAX machine.~~

TRAINING AND EXPERIENCE

Any combination equivalent to training and experience that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be: A Bachelor's degree from an accredited college or university in public or business administration or related

filed, and a minimum of five years of increasingly responsible administrative experience in a Municipal Clerk's Office, including records management, municipal elections, and / or administration of government bodies. A typical way to obtain the knowledge, skills and abilities would be: High school graduation or equivalent and five years of progressively responsible clerical/office management experience preferably supplemented by word processing course work

LICENSE AND CERTIFICATES

Possession of a valid California Class C driver's license, if assigned to drive. Possession of Notary Public and Certified Municipal Clerk (CMC) designation is desirable.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- RequiresRequire vision (which may be corrected) to read small print.
- RequiresRequire mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Lower body mobility may not be required.
- PerformsPerform lifting, pushing and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job.
- May be required to use personal vehicle in the course of employment.
- May be required to attend periodic evening meetings and/or to travel within and out of City boundaries to attend meetings.
- Is subject to office environmental conditions.
- May be required to work evenings or weekends.