

DEPUTY CITY CLERK**DEFINITION**

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

SUPERVISION RECEIVED AND EXERCISED

The position assigned to this classification reports to the City Clerk or designee. Responsibilities include supervision of the professional, technical, administrative support 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 and accurate preparation, posting, dissemination, and recording of agendas, minutes, ordinances, resolutions, recognitions, and other documents for City Council meetings and other meetings as needed, as well as prepares recommendations and reports for submission to City Council.
2. Provides legislation compliance and oversight of City Clerk's filing and record management system, including vehicle deeds, franchises, contracts, City Charter, Municipal Code, resolutions, ordinances, etc. and ensures the integrity of the City's records.
3. Assists the City Clerk in conducting municipal and special elections.
4. Works closely 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.
9. Prepares and recommends changes to the division budget and provides oversight for office finances.
10. Supervises, trains, and evaluates clerical personnel, under the direction of the City Clerk.
11. Assists the public and City departments by providing a wide variety of information regarding City records, ordinances, resolutions, contracts, permits and the Municipal Code.

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12. Provides oversight of files, codes and forms for reports required under the Fair Political Practices Act, including elected officials and designated employees.
13. May act on behalf of the City Clerk in their absence.

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.
- Duties of the City Clerk.

Skill and Ability to:

- Type accurately at a net speed of 60 words per minute.
- Perform difficult tasks and complete complex projects, involving the use of judgment and requiring accuracy and speed.
- Provide effective customer service. Effectively meet and communicate 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.

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 field, 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.

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

- Requires vision (which may be corrected) to read small print.
- Requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Lower body mobility may not be required.
- Performs 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.