



ATTACHMENT 3 - PROPOSED CHANGES
CITY OF CULVER CITY
invites applications for the position of:

Deputy City Clerk

An Equal Opportunity Employer

SALARY: \$9,022.93 - \$11,013.30 Monthly
 \$108,275.18 - \$132,159.56 Annually

OPENING DATE: August XX, 2022

CLOSING DATE: August XX, 2022 05:00 PM

THE CITY:

Culver City is a Charter City incorporated in 1917, and is a destination filled with outdoor cafes, unique shops and galleries opening onto pedestrian-friendly boulevards. Culver City has a dedicated staff of approximately 700+ employees with an overall operating budget of over \$238 million. The City provides a full range of municipal services including Fire, Police, Community Development, Public Works, Parks, Recreation, and Community Services, and Transportation.

THE POSITION:

The positions assigned to this classification are responsible for performing diverse and complex administrative and supervisory work in the City Clerk's office, and when assigned perform the duties of the City Clerk. 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.

- 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.
- 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.
- Assists the City Clerk in conducting municipal and special elections.
- 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.
- 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.
- 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.
- Provides oversight to all City Council appointed commissions, boards, committees, and subcommittees.
- Develops training and work procedure guidelines, prioritizes and delegates essential tasks; and implements new procedures and/or modifications to existing software programs.
- Prepares and recommends changes to the division budget and provides oversight for office finances.

- Supervises, trains, and evaluates clerical personnel, under the direction of the City Clerk.
- Assists the public and City departments by providing a wide variety of information regarding City records, ordinances, resolutions, contracts, permits and the Municipal Code.
- Provides oversight of files, codes and forms for reports required under the Fair Political Practices Act, including elected officials and designated employees.
- May act on behalf of the City Clerk in their absence.

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. Graduation from high school and five years of clerical/office management experience.

Licenses 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.

EXAMINATION PROCEDURES:

Applicants must receive a passing score on all the following examination components in order to be placed on the eligible list. **Please note:** There is a six month waiting period to re-test; therefore, applicants who have participated in the examination process within the preceding six (6) months will be deferred and will need to re-apply after the six (6) month waiting period.

COMPONENTS

~~**Typing Test (Qualifying):** To 60 net words per minute required for qualifying. A proficiency certificate obtained within the last six months. evaluate administrative skills such as records management, written communication and customer service skills and computer application proficiency.~~

Written Test (weighed at 40%): To evaluate administrative skills such as records management, written communication and customer service skills and computer application proficiency.
(Tentatively scheduled for _____).

Appraisal Interview (weighed at ~~100%~~60%): To evaluate education, experience, training, and personal qualifications. (Tentatively scheduled for _____).

ADDITIONAL INFORMATION:

The provisions of this job posting does not constitute a contract, express or implied, and any provisions in this posting may be modified or revoked without notice.

Continuation in the examination process and subsequent placement on the eligible list of a person convicted of a crime depends upon the nature of the conviction and the conduct of the applicant subsequent to the offense. Convictions will be evaluated on a job related basis and will not automatically disqualify someone from further consideration.

Equal Opportunity Employer

The City of Culver City is an equal opportunity employer and does not discriminate against employees or applicants on the basis of race, sex, age, disability, veteran status, national origin, religion, political affiliation, or sexual orientation/identification.

Conditions of Employment:

Background/ Reference Check: Upon a conditional job offer, a live scan finger printing must be completed with acceptable results. Your fingerprints will be sent to the California Department of Justice (DOJ) and the Federal Bureau of Investigations (FBI). Having a conviction history does not automatically preclude you from a job with the City. If you are selected as a finalist, you will be contacted to schedule a fingerprinting appointment. Upon hire, employee is subject to further reporting from DOJ via subsequent arrest notification.

Pre-placement medical evaluation including drug screen (select positions)

Proof of COVID-19 Vaccination (all positions)

E-Verify: Proof of U.S. citizenship, alien residency or authorization to work in the U.S. will be required at time of appointment.

Applications may be filed online at:

<http://www.culvercity.org.jobs>

9770 Culver Blvd. Culver City, CA 90232

Main Line 310-253-5640
