



Deputy City Clerk

Purpose of the role:

Under general direction, assists the City Clerk in managing the day-to-day operations of the City Clerk's Office; directly plans, organizes, and manages the activities and operations of the assigned functions and services in the City Clerk's Office including Administration and areas of Public Services; coordinates assigned activities with other divisions, departments, and outside agencies; provides highly responsible and complex administrative support to the City Clerk; serves as acting City Clerk in the City Clerk's absence; and performs related duties as assigned.

Distinguishing Characteristics:

The Deputy City Clerk is responsible for assisting the City Clerk in planning, organizing, and directing the operations, programs, and services of the City Clerk's Office. This classification assumes direct responsibility for assigned services and functions of the City Clerk's Office including overseeing the preparation and coordination of the City Council agenda and agenda packets including all supporting materials for meetings of the City Council and the Redevelopment Agency. Responsibilities require contact with staff of City departments at various levels and with the City Manager's Office and elected officials, as well as the meeting of critical deadlines on a regular basis to ensure that actions requiring City Council review or approval are processed in a timely manner. Duties require a high degree of administrative and logistical coordination and have significant potential impact on City operations.

The Deputy City Clerk is distinguished from other classes in the City Clerk's Office in that the Deputy City Clerk is responsible for the day-to-day supervision of activities in the City Clerk's department and performs more complex and sensitive duties requiring a broader knowledge of City operations and a high degree of interpersonal skill and diplomacy.

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Essential Duties and Responsibilities:

- Assists the City Clerk in planning, organizing, controlling, integrating, and evaluating the work of the City Clerk's Office in compliance with federal, state, and local laws, codes, and policies; assists in the development, implementation, and monitoring of long-term plans, goals, and objectives focused on achieving the City's mission and City Council priorities; participates in managing and directing the development, implementation, and evaluation of plans, policies, systems, and procedures to achieve annual department goals and work standards.
- Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
- Plans and evaluates the performance of assigned staff; establishes

performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends compensation and other rewards to recognize performance; recommends disciplinary action, up to and including termination, in accordance with the City's Personnel Rules and Regulations.

- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate services and staffing levels.
- Provides leadership and works with staff to develop and retain highly competent, customer service-oriented staff through selection, compensation, training, and day-to-day management practices that support the City's mission and values.
- Participates in the development of the City Clerk's Office annual budget; forecasts funds needed for staffing, equipment, materials, and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.
- Directly oversees and supervises assigned functions and services of the City Clerk's Office including boards/committees/commissions program; municipal code; department referrals; department website; preparation of City Council/Redevelopment Agency agenda and packet; recording, publication, indexing, and filing City Council/Redevelopment Agency proceedings; follow-up of City Council action; recording/certification of ordinances, deeds, resolutions, and contracts; official noticing to meet legal requirements for public hearings, meetings, ordinances, and bid openings; annexations, lighting and landscape districts, claims/summons/subpoenas, and vacation/abandonments.
- Coordinates City Council meetings; prepares meeting and staff schedules; assists at meetings as required including assisting the public and acting in the absence of the City Clerk.
- Assists the City Clerk in administration of elections and election related activities and issues; performs pre-election support functions including development of manuals, assembling information packets, legal requirements and instructions to candidates, and verifying residency and candidate requirements; provides instruction to candidates and the public on election and candidacy requirements and procedures; provides information and assistance related to citizen initiated process such as initiative and recall.
- Assists the City Clerk in organizing and administering the filings and communications related to Fair Political Practices Commission as well as local campaign ordinances, including campaign disclosures and conflict of interest statements; monitors and reviews filings to ensure reportings are complete and in compliance with specified requirements.
- Oversees the development and preparation of procedural manuals and department brochures, forms, and handouts.
- Develops citywide training materials including those related to City Council agenda processes, formats, and standards as well as committee/commission/board responsibilities.
- Facilitates requests for Administrative records; directs and participates in providing information and access to City records to City staff and the public; conducts research on the more complex

inquiries; retrieves and makes copies of City Council/Redevelopment Agency actions and other public documents upon request.

- Responds to inquiries from the public, City Officials, and City staff regarding official City actions as well as functions and processes related to the City Clerk's Office; resolve problems and issues.
- Administers oaths of office to employees and board members as required.
- Certifies official documents.
- Provides staff assistance to the City Clerk; completes special projects as assigned; represents the City Clerk at various meetings and events; conducts research and analysis and prepares and presents staff reports and other necessary correspondence.
- Maintains current knowledge of new trends and innovations related to area of assignment; attends and participates in professional group meetings; participates in professional development activities; reads publications relevant to area of assignment.
- Explains, justifies, and defends assigned programs, policies, and activities; negotiates and resolves sensitive and controversial issues; responds to and resolves difficult and sensitive citizen inquiries and complaints.
- Performs related duties as required.

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

***Desired
Minimum
Qualifications:***

- Operational characteristics, services, and activities of a City Clerk's Office.
- Principles and practices of program development and administration.
- Principles and practices of municipal budget preparation and administration.
- Principles and practices of management, supervision, training, and performance evaluation.
- Pertinent federal, state, and local laws, codes, and regulations including the Brown Act, Political Reform Act, Government Code, and Municipal Code.
- General functions of a municipal government.
- Meeting protocol, parliamentary procedure, and principles and practices used in the accurate reporting of actions taken by a legislative body.
- Organization, functions, procedures and rules of the City Council and Council Committees.
- Standard office administrative practices and procedures.
- Records management and systems analysis, development and implementation.
- Principles and practices of automated and manual records management, retrieval, and storage.
- Modern office procedures, methods, and equipment including computers and supporting software applications.

Ability to:

- Oversee and participate in the management of a comprehensive City Clerk's Office.
- Manage and coordinate the work of lower level staff.
- Select, supervise, train, and evaluate staff.
- Participate in the development and administration of goals, objectives, and procedures.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Perform complex analysis and research, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Prepare and administer large and complex budgets.
- Prepare clear, concise and complete meeting documentation and other written correspondence and reports.
- Read and interpret complex data, information, and documents.
- Proofread materials for conformance with City policies and procedures.
- Analyze and interpret administrative procedures, regulations, legal documents and contracts.
- Utilize standard office equipment including computers and related software applications.
- Understand, interpret, explain and apply applicable federal, state and local policies, laws and regulations.
- Exercise sound independent judgment within established guidelines.
- Work on multiple, concurrent projects with strict deadlines and with frequent interruptions.
- Meet critical deadlines while maintaining sufficient flexibility to meet other Office needs.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the

Competencies:

- Effective Communicator
- Strategic Thinker
- Problem Solver and Decision Maker
- Planner and Organizer
- Interpersonally Effective
- Skill and Career Development Coach
- Technically Knowledgeable

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

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in public or business administration or a closely related field.

Education and Experience Guidelines:**Experience:**

Seven years of increasingly responsible administrative support experience including five years in a City Clerk's or County Clerk's Office and two years of management and administrative responsibility.

Licenses; Certificates; Special Requirements:

A valid class C California driver's license.

Designation as a "Certified Municipal Clerk" is highly desirable.

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

***Physical and
Environmental
Conditions:***

Physical: Sufficient physical ability to work in an office setting; sit, stand, walk, reach, twist, turn, kneel, bend, squat, and/or stoop for prolonged periods of time; perform duties requiring grasping, repetitive hand movement, and fine coordination; lift, drag, and push/pull files, paper, storage containers, and documents weighing up to 25 pounds; and operate office equipment.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate office equipment. **Hearing:** Hear in the normal audio range with or without correction

Environment: Standard office setting; attend evening meetings and be available on call.

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the final qualifications of incumbents within the position.*

Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.

Date Adopted: 7/5/03

Date Revised: