

## **DEPUTY CITY CLERK**

Salary Range: 20 (Confidential Salary Schedule)

### **DEFINITION**

Under general supervision, the Deputy City Clerk performs highly responsible administrative duties in support of the operation of the Office of the City Clerk; provides administrative support to the City Manager, Assistant City Manager, City Attorney, and the City Council; assists the public with general inquiries; oversees the management and storage of legislative and City records; assists in contract and agreement management; and in the absence of the City Clerk, serves as Acting City Clerk.

### **DISTINGUISHING CHARACTERISTICS**

This is a single-position, advanced journey level classification where incumbents are expected to independently accomplish duties that involve exercising sound decision making and proper judgment. The Deputy City Clerk is distinguished from the Senior Office Assistant and Administrative Assistant in that the former is required to gain a thorough knowledge of policies and procedures pertaining to matters before the City Council agendas, resolutions, ordinances, and records management.

### **SUPERVISION RECEIVED AND EXERCISED**

The incumbent reports to the City Clerk, and does not typically have supervisory responsibilities.

### **ESSENTIAL DUTIES, KNOWLEDGE AND ABILITIES**

Duties may include, but are not limited to the following:

- Oversees the management and storage of legislative and City records; assesses current records management protocol and prepares and implements recommendations regarding the storage of original permanent documents, space management, and retention time limits.
- Analyzes and evaluates technology relative to meeting agenda management, public records management, records archival management, and all program areas of the City Clerk's Office.
- Assist in all aspects of contract and agreement management.
- Attends City Council and other City Commission meetings in the absence of the City Clerk, recording Council actions and making such notes as may serve as basis for the official Minutes of the Council; affixes City Clerk signature and the corporate seal to documents, and takes such other actions as may be necessary.
- Administers oaths and affirmations; takes and certifies affidavits and documents pertaining to City matters; and receives and processes claims filed with and against the City.
- Assists in the development of City Council and Commission meeting agendas and all related supportive documents and post-meeting document execution.
- Schedules appointments, meetings, and maintains calendars for staff; may assist in coordinating travel arrangements for elected officials;
- Assists in coordinating and administering a variety of complex special projects and administrative assignments including, but not limited to, the processing and coordination of general and special elections; independently composes correspondence related to responsibilities assigned; assists in developing and writing office procedures manual.

- Coordinates general office organizational systems, maintenance of office supplies, and support functions as necessary.
- Responds to questions from the general public, City departments, and other agencies regarding official City records and general information; refers individuals to the appropriate agency or department; searches, retrieves, and copies public records for City departments, other agencies, the news media, and the general public; Coordinates assigned activities with other City departments and outside agencies; notarizes documents for City officials and employees.
- Assists in composing and ensuring custody of official records and archives of the City including ordinances, resolutions, staff reports, contracts, agreements, insurance documents and minutes; certify copies as required.
- May act as the City Clerk in his/her absence.
- Other related duties may also be performed; not all duties listed may necessarily be performed by each individual holding this classification.

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

- Pertinent local, state and federal laws, rules and regulations
- Principles, practices, and procedures of modern office organization, methods, and equipment.
- English usage, spelling, grammar, and punctuation.
- Principles of excellent customer service.
- Modern methods of records and archival management.
- The organization and operations of municipal government.

### **Ability to:**

- Perform responsible and complex administrative support work involving the use of independent judgment, and personal initiative.
- Assist in the development of and manage a complex and extensive records management system.
- Research, interpret, and apply policies, laws, and rules.
- Compile and maintain complex and extensive records.
- Resolve customer service issues in a professional manner.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Work cooperatively and effectively with other departments, outside agencies, elected and appointed officials, and the general public.
- Work accurately and flexibly under pressure.
- Communicate effectively, orally and in writing.
- Understand the organization and operation of the City and outside agencies as necessary to assume assigned responsibilities.
- Type at a speed no less than 50 net words per minute.
- Meet the physical requirements to safely and effectively perform the assigned duties

**Minimum Qualifications**

*Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to the completion of the twelfth (12<sup>th</sup>) grade, and four (4) years of increasingly responsible administrative experience, preferably experience in local government.

**License or Certificates:**

- Possession of or ability to obtain a valid California Class C driver license with a satisfactory driving record is required at the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.
- Possession of or the ability to obtain Certified Municipal Clerk (CMC) certification.
- Possession of or the ability to be commissioned as a Notary Public by the California Secretary of State.

**Physical Requirements**

Incumbents appointed to this class must be physically able to perform the duties of this position, including the mobility to work in a standard office setting and use standard office equipment, including a computer; the ability to operate a motor vehicle and to visit various City sites and attend off-site meetings; vision to read printed materials and a computer screen; hearing and speech to communicate in person, before groups and over the telephone; finger dexterity to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator; ability to frequently bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information; occasionally lift and carry reports and records that typically weigh less than 20 pounds.

**Working Conditions**

Incumbents work primarily in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances; may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. Incumbents may be required to work on evenings, weekends and holidays and attend meetings before or after normal business hours.

**FLSA: NE**

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents may be required to follow any other instructions and to perform any other related duties as may be required by their supervisor.

*Adopted: July 2015*

*Revised: April 2020*