DEFINITION

Under general direction, assists the City Clerk in carrying out the programs and activities of the City Clerk function and serves as acting City Clerk in the City Clerk's absence; drafts and finalizes City Council Agendas, Minutes and follow up; assists the Filing Officer in carrying out requirements of the Fair Political Practices Commission applicable to the City; implements the City's records management program; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This position assists the City Clerk in carrying out all functions of that office, including the preparation of agendas and minutes, maintenance of official City records, preparation for conduct of City elections and processes and procedures necessary to meet Fair Political Practices Commission requirements. This individual is also responsible for implementing the City's records management program. Duties require high attention to detail and meeting stringent legal and procedural deadlines. Deputy City Clerk is distinguished from other administrative positions by the individual's need to know and apply in-depth knowledge of legal requirements, processes and procedures necessary to support the functions and operations of the City Council in the conduct of City business.

The classification of the Deputy City Clerk is a non-exempt position under the Fair Labor Standards Act.

ESSENTIAL FUNCTIONS

The duties, skills, and demands described here 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 a disability to perform the essential duties, skills, and demands.

Duties:
Assists in the processing of all City Council related documents, including resolutions, ordinances, minutes, contracts/agreements and Capital Improvement Projects (CIP).

Assists with the file maintenance of minutes, resolutions, ordinances, agreements and other official City documents

Assists in the processing appropriate City documents for recordation with the County Recorder and maintaining the original recorded documents upon return to the City.

Assists the City Clerk with the publication of all adopted ordinances, public hearing notices, and bid notices as prescribed by law; assists the City Clerk with bid openings.
Assists the City Clerk in maintaining the City’s Municipal Code and preparation of the City Council agenda and packets for City Council meetings.

Assists the City Clerk with the processing of Statements of Economic Interest for designated employees and Commissioners pursuant to the Political Reform Act; processes claims against the City, subpoenas, and Public Records Acts requests.

Compiles researches, and organizes data and information and prepares reports on behalf of the City Clerk. Provides general information to City Council members, employees, and the public regarding City policies and procedures, the Municipal Code, and other related areas.

Assists with the administration of municipal elections; attends City Council meetings and other City meetings in the absence of the City Clerk; executes documents and administers Oaths of Office in the absence of the City Clerk.

Perform related duties as assigned.

**QUALIFICATIONS**

**Knowledge, Skills and Abilities:**

**Knowledge of**
Pertinent Federal, State, and local laws, codes, and regulations; Election laws and procedures; terminology of ordinances and resolutions principles and practices of records management including records retention laws; minute taking and preparation; program development and administration; municipal budget preparation and administration; principles of supervision, training, and performance evaluations.

Office administration; City and department policies and procedures; and the City’s cultural and political environment.

Correct English usage, spelling, grammar, and punctuation; business letter writing and other document preparation; modern office methods, procedures and equipment, including the use of copier, fax, computer, postage equipment.

Computer hardware and software programs including but not limited to Microsoft Word, Excel, Outlook, the Internet, and software programs specific to the department for which he/she works.

**Skills/Abilities**
Interpret and apply a variety of City and department policies and procedures; analyze situations carefully and adopt effective courses of action; provide staff assistance to the City Council; prepare and present staff reports and other necessary correspondence as required.

Communicate clearly and concisely both orally and in writing; understand and follow oral and written directions as provided; work with minimum supervision; respond to the public’s and staff’s requests for assistance both by telephone and in person.

Provide information and organize material in compliance with laws, regulations, and policies; lead and direct the operations, services, and activities of the City Clerk’s office; develop and administer department goals, objectives, and procedures; prepare clear and concise administrative reports, budgets.
Plan, organize, direct and coordinate the work of lower level staff; select supervise, train and evaluate staff.

Maintain confidentiality of records, actions, and events; compile and maintain complex and extensive records; take notes and transcribe minutes as required.

Establish and maintain an effective working relationship with fellow employees, the public, elected officials, and other departments and outside agencies.

Use time effectively and efficiently to maximize work assignments.

**Education and Experience:**
Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:

**Education**
Equivalent to a Bachelor’s degree from an accredited college or university with major work in business administration, public administration, or a closely related field.

**Experience**
Three years of increasingly responsible clerical experience involving taking and transcribing minutes of meetings, maintain complex files, and explaining policies, procedures, and regulations to staff or the public. Experience with a city or other governmental agency is highly desirable.

**Licenses/Certificates**
Possession of a valid California Class C driver’s license and satisfactory driving record is required. Certification or the ability to obtain a Certified Municipal Clerk (CMC) through the International Institute of Municipal Clerks (IIMC) is highly desired; Notary Public or ability to become a Notary Public in one year.

**Physical Demands and Work Environment**

**Physical demands**
The physical demands described 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 functions.

Employee is regularly required to sit at desk and in meetings for long periods of time; talk or listen, in person and by telephone; use hands and fingers to handle, feel or operate standard office equipment; and reach with hands and arms. Intermittently, twist to reach equipment surrounding desk; walk to observe department activities; bend and squat to perform file searches; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means; operate an automobile to attend various meetings and workshops. While performing duties, the employee is regularly required to use written and oral communication skills; analyze and interpret policies, procedures and reports; remember personnel rules, legal and code requirements. Lift up to 15 pounds; get from one location to another in the course of doing business, including climbing stairs; stooping and bending

**Work environment**
Characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
Employee generally works 100% indoors. While performing the duties of this job indoors, the work environment is generally in a temperature controlled office. Noise level in the work environment is usually moderate but the employee may occasionally be exposed to loud talking and interruptions from telephones, office equipment and/or members of the public.

Department: City Manager
FLSA Status: Non-Exempt
Revised: 7/1/2013