

**CLASS SPECIFICATION
Deputy City Clerk**

GENERAL PURPOSE

Under general supervision, provides administrative support to the City Clerk and Assistant City Clerk and assists in carrying out the programs and activities of the City Clerk's Office; provides information to City officials and staff, outside agencies and the public on City Clerk functions and Council-approved items; participates in administering and maintaining the City's records management and document imaging program; assists in the conduct of municipal elections, including carrying out the requirements of the Fair Political Practices Commission as applicable to the City; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Deputy City Clerks perform a wide variety of administrative support functions to assist in the daily operations and activities of the City Clerk's Office, including preparing and posting City Council agenda and minutes, responding to information and records requests, assisting in administering the City's records management and document imaging program and assisting with municipal elections processes. Incumbents also are responsible for processing and preparing a wide variety of specialized reports, correspondence and other documents.

Deputy City Clerk is distinguished from Assistant City Clerk in that an incumbent in the latter class is responsible for the day-to-day supervision of activities in the City Clerk's Office and performs more complex and sensitive duties requiring a broader knowledge of City operations

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Responds to inquiries requiring interpretation of policies, procedures, precedents, rules and regulations, and federal, state and local laws as applicable to City Clerk and Council operations; provides 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 actions and other public documents upon request; responds to subpoenas and compiles requested documents; ensures compliance with Public Records Act requirements and other applicable regulations; ensures all who contact the office receive excellent customer service; completes surveys from other public agencies as required.
2. Assists in the administration of the City's record management and document imaging program in accordance with current federal, state and municipal legal requirements; oversees the preservation and maintenance of historical documents such as minutes, resolutions, ordinances, deeds and easements; organizes and prepares Council and committee agendas, minutes, resolutions and ordinances for

document imaging; archives and indexes records annually; oversees the retrieval, destruction and storage of records according to City records management policies and procedures.

3. Assists the City Clerk in conducting City elections; performs pre-election support functions including assembling packets and instructions to candidates, publishing legal election notices, processing election documents, preparing and maintaining candidate lists and statement logs, processing deposit refunds to candidates and verifying residency and candidate requirements; provides information to candidates and the public on election and candidacy requirements and procedures; organizes and administers the filing of Statements of Economic Interest and campaign financing statements and reporting; monitors and reviews filings to ensure they are complete and in compliance with FPPC requirements; tracks and notifies candidates of filing requirements; monitors FPPC filings for conflicts under the City's Conflict of Interest Code.
4. Drafts preliminary City Council meeting agendas and provides updated agendas to the City Clerk; arranges for official publication and posting of notices regarding City Council meetings and agendas; prepares meeting minutes; assists in preparing and distributing follow ups on Council actions and directions to City staff; maintains and updates City Council planning guides/preliminary agendas; finalizes resolutions, ordinances, minutes and other documents in preparation for signature; attends City Council meetings as requested; returns bid bonds to unsuccessful bidders; prepares closed and study session minutes; sends documents to the County Recorder for recording as needed.
5. Provides administrative support to City Council boards and commissions; monitors and tracks commission term expiration dates, unscheduled vacancies and appointments and prepares reports in compliance with Maddy Act provisions; maintains board and commission rosters; prepares staff reports for board/commission appointments; prepares notices of board/commission openings ensuring compliance with legal requirements; schedules and makes arrangements for interviews with the City Council; prepares Council interview and appointment packets.
6. Prepares, updates and proofreads a wide variety of documents; compiles information and data, verifies accuracy of information and researches discrepancies; updates and makes edits to chronological indices for City ordinances and resolutions; publishes public hearing notices, ordinances and resolutions in accordance with legal requirements; prepares ordinance summaries; maintains various lists and logs; maintains and updates the City's Municipal Code and distributes new City ordinances for codification.
7. Oversees and participates in performing document imaging processes; scans and indexes files; ensures quality control of scanned files and records; oversees and trains staff on document imaging and indexing procedures and processes; assigns scanning and quality control duties to staff.

OTHER DUTIES

1. Acts on behalf of the City Clerk and Assistant City Clerk in those individuals' absence.
2. Conducts research and prepares or participates in the preparation of special reports and other documents.
3. Performs a variety of administrative support functions in support of daily office operations; prepares the Office budget and monitors expenditures; orders and maintains office supplies; prepares requests

for payment and reimbursement and researches discrepancies; issues open purchase orders for selected vendors; issues purchase requisitions requisitions and direct pay requests and processes invoices for payment; makes travel arrangements for office staff and issues travel requests; reconciles Cal-Card bank statements; prepares invoices for copy services and serves as key operator for the Office copy machine; provides backup support for administrative and clerical staff as needed.

4. Requests payment for Council member attendance at CSD and RDA meetings; tracks meetings attended by Council members monthly to avoid overpayment in accordance with the Government Code.
5. Participates on City committees and task forces as needed.

QUALIFICATIONS

Knowledge of:

1. Policies, procedures and requirements governing the actions of an elected City Council and the general functions of a municipal government.
2. Organization, functions, procedures and rules of the Council and Council Committees.
3. Municipal Code provisions related to the operations of the City Clerk's function and matters which come before the Council and its Committees.
4. Rules and procedures governing the notice and conduct of public hearings.
5. The Brown Act and the Public Records Act.
6. Election procedures and Fair Political Practices Commission rules and requirements.
7. Standard office administrative practices and procedures.
8. Principles, practices, methods and techniques applicable to administering a City-wide records management program.

Ability to:

1. Operate a personal computer and standard office equipment.
2. Organize work, set priorities, meet critical deadlines and follow up on work assignments with a minimum of supervision.
3. Proofread materials for conformance with City policies and procedures and for correct English usage.
4. Analyze and interpret administrative policies and procedures, regulations, legal documents and contracts.
5. Exercise sound independent judgment within established guidelines.
6. Meet critical deadlines while maintaining sufficient flexibility to meet other office needs.

7. Prepare clear, concise and complete meeting documentation and other written correspondence and reports.
8. Exercise tact and diplomacy in interpersonal dealings which are difficult, highly sensitive and confidential.
9. Establish and maintain effective working relationships with City staff, elected officials, other public and private organizations, the public and others encountered in the course of work.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or a G.E.D. equivalent; and three years of highly responsible administrative experience involving the development and maintenance of detailed and complex records and legal documents, the meeting of critical deadlines and the interpretation of laws, regulations and other legal requirements; or an equivalent combination of training and experience. An Associate's degree and completion of Certified Municipal Clerk courses is highly desirable.

Licenses; Certificates; Special Requirements:

A valid California driver's license and the ability to maintain insurability under the City's vehicle insurance policy.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, an employee is frequently required to walk and stand. An employee is regularly required to sit; talk or hear, both in person, in public meetings and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms; kneel or crouch; and lift up to 10 pounds.

Specific vision abilities required by this class include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, an employee is regularly required to use written and oral communication skills; read and interpret information and documents; analyze and solve problems; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines and with constant interruptions; and interact with City staff, elected officials, other public and private organizations, the public and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

An employee in this class works under typical office conditions, and the noise level is usually quiet.