



Department:	City Clerk
Bargaining Unit:	Executive Management
Salary Range:	X53
Last Revision:	January 2003

**DEPUTY CITY CLERK / RECORDS DIRECTOR
CITY CLERK'S RECORDS DEPARTMENT**

DEFINITION

Under general administrative direction, to plan, direct, organize, and oversee the activities of the City Clerk's Records Department for the maintenance of official City records including, but not limited to agendas, minutes, records management, document imaging, Conflict of Interest and Financial Disclosure Statements, and elections; to coordinate assigned activities with other City departments and outside agencies; and to provide highly responsible and complex administrative support to the City Manager.

SUPERVISION EXERCISED

Exercises technical and functional supervision over clerical, technical, and temporary staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Coordinate with other departments in preparing agendas for City Council, Redevelopment Agency, and Housing Authority meetings; prepare, assemble, and distribute meeting agendas, agenda packets, and other materials.

Serve as a member of the City's management team; provide information and recommendations regarding operations; assist in making decisions related to all facets of municipal government.

Attend meetings as assigned; take and transcribe City Council and other assigned meeting minutes; maintain subject index records for future reference of actions taken at City Council and other meetings.

Prepare and distribute updates and revisions of Council policy and those of City boards, commissions, and committees.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Respond to inquiries from the public by letter, telephone, and in person regarding Council actions and records; research information for the public or City staff when necessary.

Compose and schedule legal notices for publications; prepare and distribute certified copies of City documents.

Maintain administrative files including historical legal documents, resolutions, ordinances, agreements, deeds, and contracts; retrieve, destroy, and store records according to procedures and policies.

Maintain records of all appointments for City commissions and committees.

Receive and process claims, sealed bids, and appeals for City Council and Planning Commission agenda items.

Assist County officials in holding elections; issue nomination papers to candidates and explain requirements.

Select, train, and evaluate personnel; establish and monitor employee performance objectives; prepare and present employee performance reviews; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Maintain Conflict of Interest and Financial Disclosure Statements of all elected officials, commissioners, and designated staff in accordance with laws and regulations.

Perform the day-to-day functions of the City Clerk's office.

Serve as City Clerk upon the request or absence of the City Clerk.

Maintain and update City Municipal Code Books.

Accept legal documents on behalf of the City.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Modern office procedures, methods, and computer equipment.

Knowledge of:

Principles and practices of data collection and report preparation.

Principles and techniques used in dealing with the public.

Word processing methods, techniques, and programs including spreadsheet and database applications.

Principles of business letter writing and basic report preparation.

Basic organization, functions, and practices of municipal government.

Principles and procedures of record keeping.

Practices used in minute taking and preparation.

Pertinent Federal, State, and local laws, codes, and regulations including administrative and departmental policies and procedures.

Basic mathematical principles.

English usage, spelling, vocabulary, grammar, and punctuation.

Skill to:

Operate modern office equipment including computer equipment.

Type and enter data at a speed necessary for successful job performance.

Take and transcribe dictation at a speed necessary for successful job performance.

Ability to:

Perform responsible administrative and clerical work involving the use of independent judgment and personal initiative.

Provide information and organize material in conformance with policies and legal requirements.

Meet and deal tactfully and effectively with the public.

Explain and administer municipal laws and procedures including election laws and political reform requirements.

Ability to:

Interpret and apply the policies, procedures, laws, codes, land regulations pertaining to assigned programs and functions.

Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.

Interpret a variety of public documents including contracts and ordinances.

Participate in the retention and destruction of official records in accordance with applicable laws and regulations.

Analyze situations carefully and adopt effective courses of action.

Independently prepare correspondence and memoranda.

Prepare and administer a budget.

Work cooperatively with other departments, City officials, land outside agencies.

Respond to requests and inquiries from the general public and City officials.

Compile and maintain complex and extensive records and prepare routine reports.

Maintain confidentiality of sensitive information and data.

Plan and organize work to meet schedules and deadlines.

Work in a standard office environment with the ability to sit, stand, walk, crouch, stoop, and squat; some ability to travel to different sites and locations.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines

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

Experience:

Four (4) years of increasingly responsible secretarial and clerical experience which included one (1) year of extensive public contact.

Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training and course work in office practices and city government.

License or Certificate:

Possession of, or ability to obtain, certification as a Notary Public is desirable.

Possession of, or ability to obtain, Certified Municipal Clerk designation is desirable.

Special Requirements

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment.

Effective Date: January 2003